Contact Information

At Parks Medical Electronics, we value your input to make the manual as usable as possible. Any comments or suggestions would be much appreciated.

Please send any comments or suggestions to:

1-800-547-6427 option 3
1-888-356-9522
Or
mfoley@parksmed.com

Parks Medical Electronics, Inc. HIPPA Compliance Policy Statement:

1. For standard support where Parks Medical Electronics, Inc. (PME) does not anticipate disclosing or receiving any individually identifiable information, Parks Medical Electronics, Inc.'s HIPAA response is:

PME does not anticipate disclosing or receiving any confidential information, in the normal course of providing services under these agreements. In the event that confidential information will be disclosed, PME requires utilizing a Business Associate Addendum (BAA). This addendum may be provided by PME upon request.

2. In rare cases where PME receives individually identifiable information and a BAA is not sufficient, PME's HIPAA assurance clause is:

If as a BUSINESS ASSOCIATE, PME has access to Protected Health Information (PHI) in fulfilling its responsibilities under contract, PME is prepared to comply with the Health Insurance Portability and Accountability Act of 1996. As such, PME will not use or disclose any PHI except in the course of meeting its contractual obligations or as required by law and will take reasonable steps to insure that agents or subcontractors working on its behalf agree to the same restrictions. PME will protect against any non-permitted use or disclosure of PHI using no less than a reasonable amount of care and report any non-compliance of which it becomes aware.

If PME has sole possession of PHI, then at the request and direction of the COVERED ENTITY and if feasible, PME will make available PHI in accordance with the requirements of 45 CFR Sections 164.524, 164.526, and 164.528. Upon reasonable notice and during normal business hours, the Secretary of the United States Department of Health and Human Services shall have the right to audit PME's records and practices related to the use and disclosure of PHI to ensure compliance. Costs for all such requests will be the responsibility of the COVERED ENTITY.

At termination of contract or upon request, PME will, if feasible, return or destroy all PHI received or created as result of this contract and retain no copies. If return or destruction is not feasible, protections against use or disclosure shall survive this agreement.

NOTE: The first time you enter Sonova, you will automatically be sent to the HIPAA configuration screen to set up your Administrator password. For details on setting up HIPAA, please see the HIPAA portion of this manual starting on page 27.

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Sonova breaks testing into four separate study types or groups:
Lower Arterial
Venous
Upper Arterial
Carotid
Though each of these sections contains testing protocols that may be unique to that test type, they also each contain patient data input sections that are virtually identical to one another. Entry of Patient information and completion of the History sections, for example, follow identical steps regardless of the type of study selected. This chapter deals with using those patient testing features and sections which are common to all study types.

A. TURNING ON THE FLO-LAB
If not already in operation, turn on the main power switch on the right hand side of the Flo-Lab cart. In most cases, this will "power up" all components/peripherals on the Flo-Lab.
NOTE: Because computer manufacturers are making changes rapidly and many are moving toward the use of an electronic "ON/OFF" button, on some systems it may be necessary to press the power button in the computer separately, after the main system power has been activated.

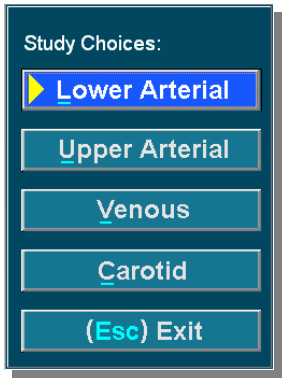
B. ENTERING THE SONOVA PROGRAM
When the Flo-Lab / Computer is turned on, the user will see a typical computer bootup on the screen, as the computer completes its self-checks. After several seconds, the computer will load. Microsoft Windows (Win 95, 98, 2000, ME, XP and NT will all run the Sonova Software).

The system should now enter the Parks Sonova program automatically, flashing the Sonova splash screen, and then presenting the user with the main menu.

From The Main Menu you can start a NEW STUDY. Pull up patients from STUDY ARCHIVES. Configure Sonova, Backup and Restore patient data, set Custom Sequences in UTLITIES.

STARTING A NEW STUDY

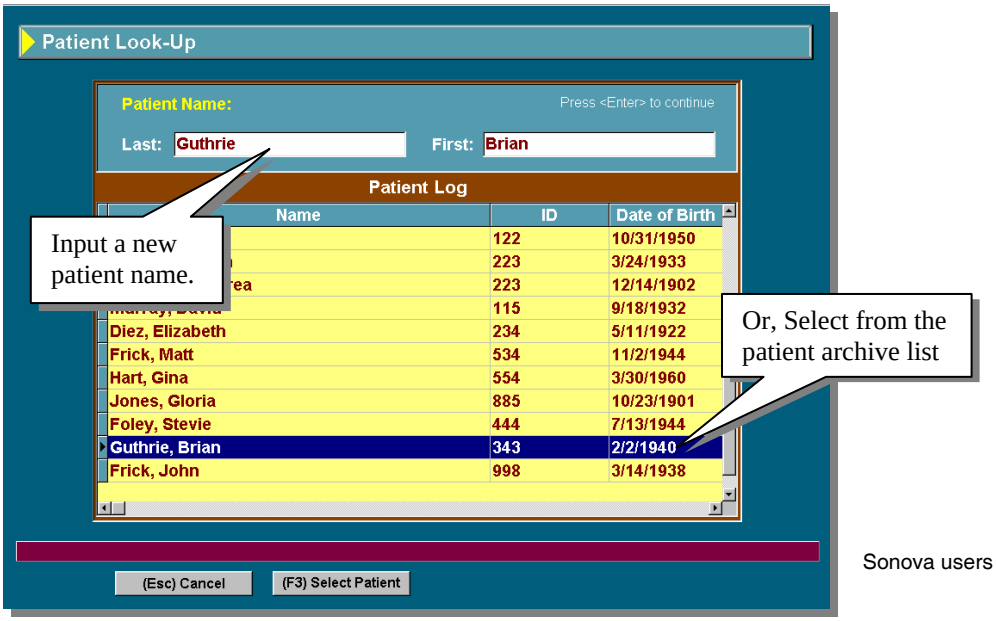
Entering NEW STUDY will give you the choice of study types: History questions, Patient information, Impressions and Output are all common within each test



Once you enter one of the choices, you will enter the Patient lookup screen

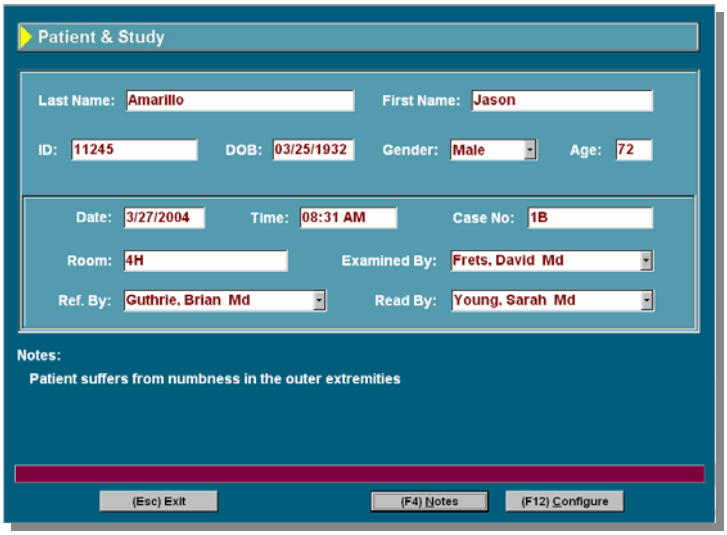
Patient Look-up Screen:

Enter the patient's name or select the patient from the list by scrolling and double clicking on the patient's name, or highlight patient's name and press F3 to select.



Once your patient is entered, you will move to the Patient and Study screen.

Patient and study screen:
Enter your patient's information. Once D.O.B. is entered, the age will automatically appear. Current Date and Time will be automatically inputed.



Examined By, Referred By and Read By:
To **ADD** a name in these fields: Start typing the name. If the name does not currently exist, NAME AND CONTACT screen will appear. Fill in all appropriate information. Check one or all of the three boxes at the bottom (Exam By, Referred By or Read By). The name will appear in the drop down window on the PATIENT AND STUDY screen.
To **DELETE** a name out of one or all of these fields: Choose the name you want to delete from the drop down window (Exam By, Referred By or Read By). Press ALT+ENTER to bring up the NAME AND INFORMATION screen. Uncheck any or all of the check boxes (Exam By, Referred By or Read By) that you would like to delete the name from. Then exit.

F12 Configure – Allows user defined labels for the CASE NUMBER and the ROOM NUMBER. If either of the current values is blank, that field will be removed from the PATIENT AND STUDY screen.

F4 Notes – Brings up PATIENT AND STUDY NOTES screen. Type your patient's notes.

F5 Save File – If you have frequently used notes, they may be saved as a file. After you type the note, press F5. You will be prompted to enter a name for the file.

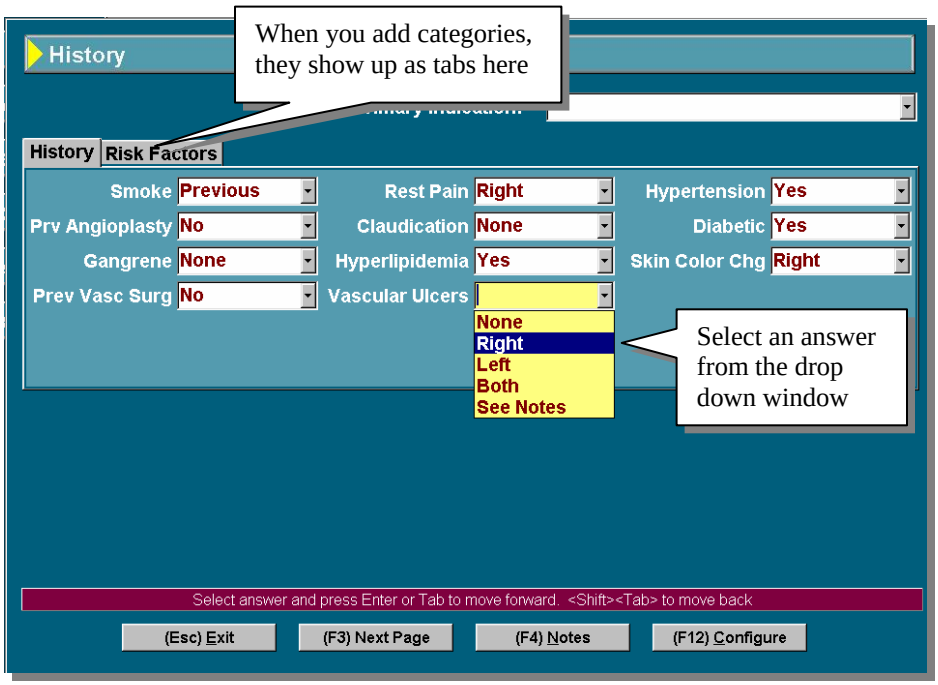
F4 Insert File – Choose the note file from the list; it will be placed where your cursor is located on the PATIENT AND STUDY NOTES screen. To **delete** a notes file, single left click on the file to highlight, then press delete.

F3 Spell Check – Press F3 to spell check your notes.

Once you have entered all pertinent patient information, press the escape key to enter the MAIN MENU for your study type. From here you can enter your HISTORY, TEST SELECT, IMPRESSIONS and REPORTER.

Returns to the PATIENT AND STUDY SCREEN.

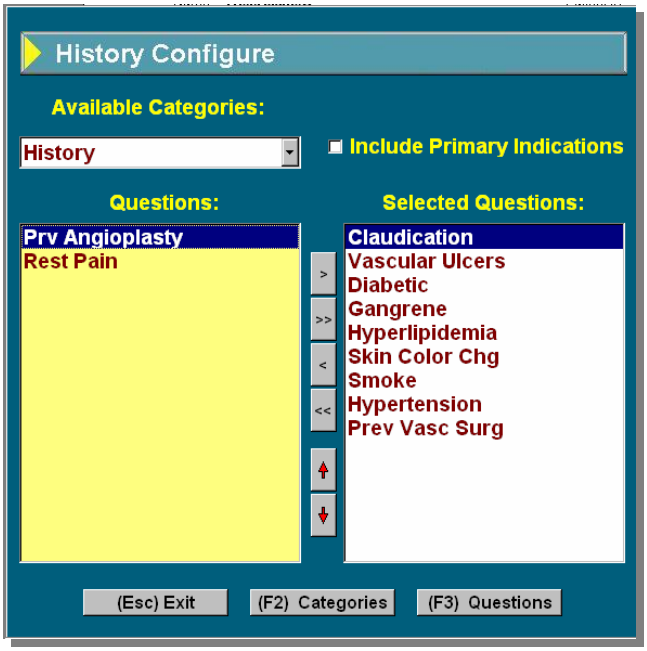
Use TAB to highlight input window, highlight the appropriate answer to the question by using arrow key and press ENTER. You will automatically move to next question. If using the mouse, point mouse and click on input window. The available answers will drop down. Choose the correct answer by single left clicking on mouse. You will automatically go to next question.



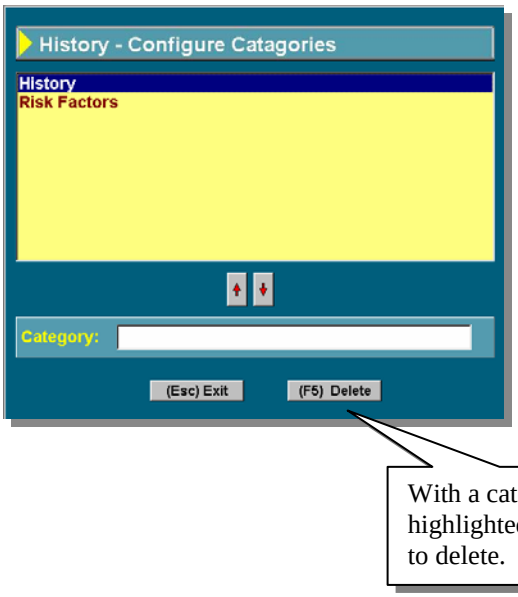
F3 Next Page –
F4 Notes - HISTORY NOTES screen. Type your patient's notes.
F5 Save File – If you have frequently used notes, they may be saved as a file. After you type the note, Press F5. You will be prompted to enter a name for the file.
F4 Insert File – Choose the note file from the list; it will be placed where your cursor is located on the PATIENT AND STUDY NOTES screen. To **delete** a notes file, single left click on the file to highlight, then press delete.
F3 Spell Check – Press F3 to spell check your notes.
F12 Configure – Configure history questions and answers

To **add** questions to categories, choose the appropriate category from the drop down box. Highlight and Move the questions from the "Questions" window to the "Selected Questions" window by clicking on the > button (>> will move all questions From "Questions"
to the "Selected Questions" window.

To **remove** questions from the category, highlight the Question in the "Selected Questions" window and click on the < button. (<< will move all questions From "Selected Questions" to the "Questions" window).

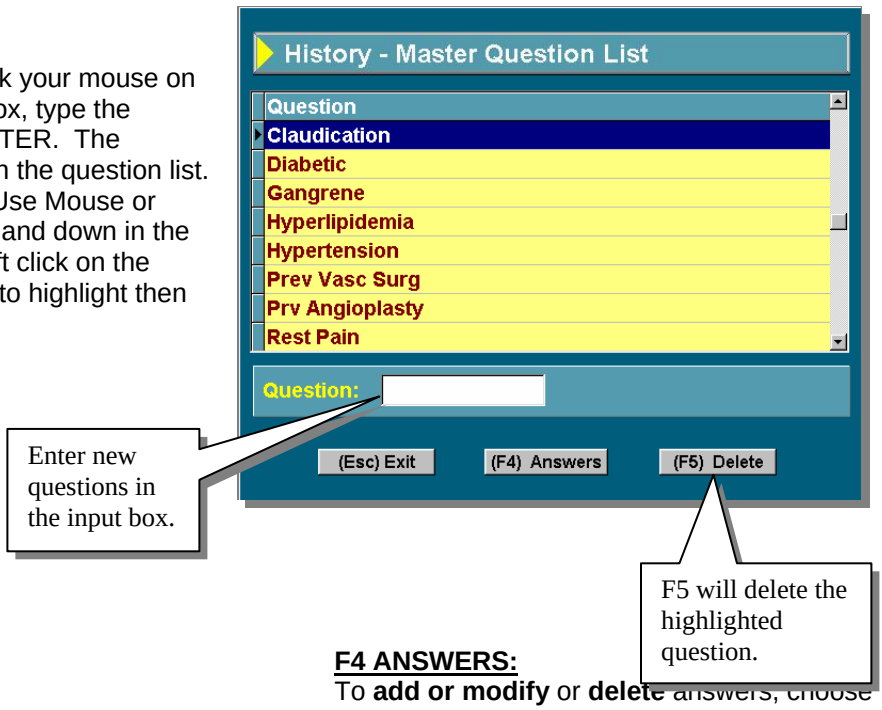


F2 CATEGORIES:



To **add** a category, click on the "Category" input box and enter the title of the new category; Press ENTER. The new category will appear in the list.
To **delete** a category, single left click on the category to be deleted then press F5 to delete.

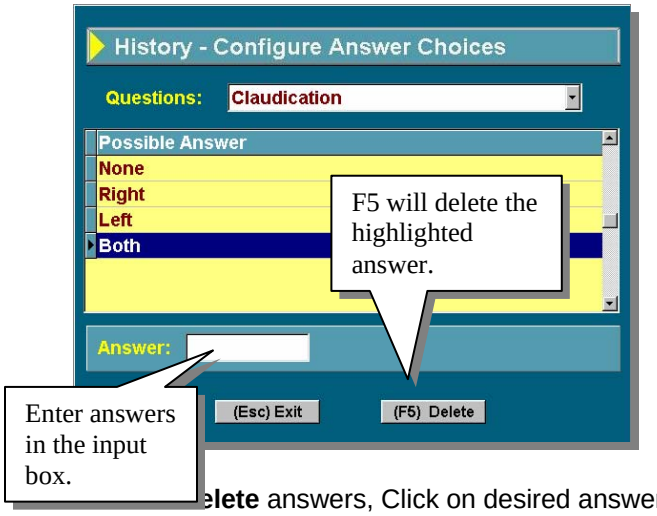
F3 QUESTIONS:
To **add** a question, click your mouse on the "questions" input box, type the question and press ENTER. The question will show up in the question list. To **delete** a question, Use Mouse or arrow keys to scroll up and down in the question list. Single left click on the question to be deleted to highlight then press F5 to delete.



F4 ANSWERS:
To **add or modify** or **delete** answers, choose the question in the "Question" drop down box by single left clicking on the input box and scrolling up or down until you find the desired question. Click on it to highlight.

To **Add** answers, type each answer in the "Answer" input box then press ENTER. Repeat until all answers for that question are located in the "Possible Answer" list.

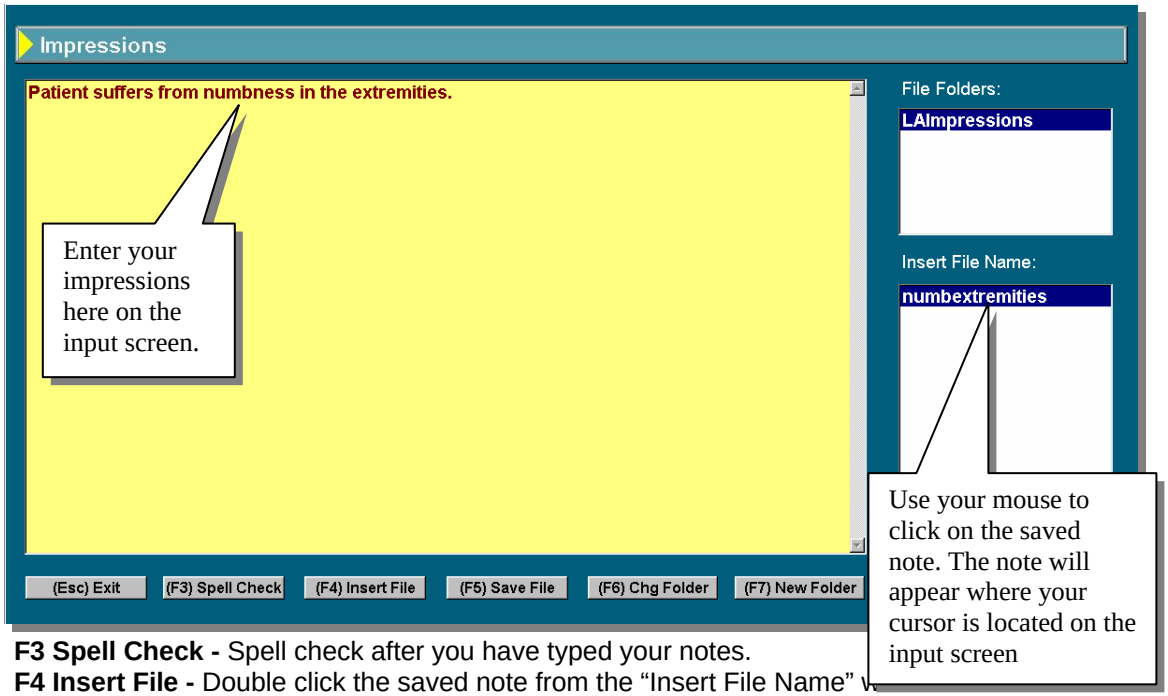
To **modify** current answers, click on the answer in the "Possible Answer" list and make your change in the "Answer" window. Press ENTER and the change will appear in the list.



elete answers, Click on desired answer in the "Possible Answer" list to highlight, then F5 to delete.

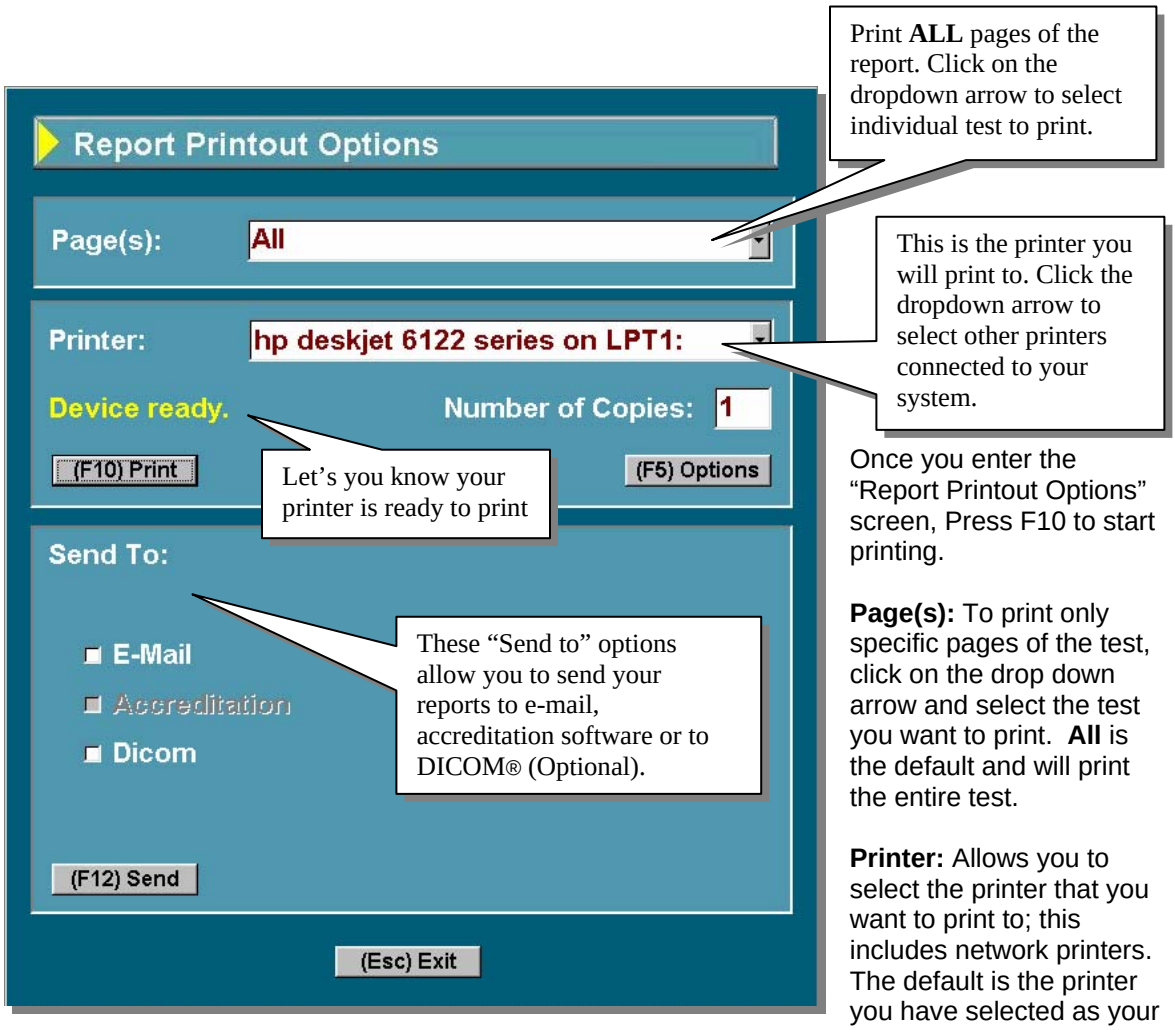
Takes you into the tests for the study type that you chose. (IE: LOWER ARTERIAL – Pulses, Doppler, VPR…etc.)

Enter impressions for patient. On exit, the impressions will be located in the patient information screen.


Impressions
Patient suffers from numbness in the extremities.
Enter your impressions here on the input screen.
File Folders:
LAImpressions
Insert File Name:
numbextremities
Use your mouse to click on the saved note. The note will appear where your cursor is located on the input screen
(Esc) Exit
(F3) Spell Check
(F4) Insert File
(F5) Save File
(F6) Chg Folder
(F7) New Folder

F3 Spell Check - Spell check after you have typed your notes.
F4 Insert File - Double click the saved note from the "Insert File Name" w
placed on the Impressions screen wherever the blinking cursor is located.
F5 Save File - You will be prompted to enter a file name. This will save anything typed in the Impressions window to that file name. It will be stored in the "Insert File Names" window.
F6 Change Folder - Highlights the "File Folder" window. Double click on the folder you want to activate.
F7 New Folder - Prompts you to type a new folder name. The folder name will appear in the "File Folders" window. Each file in this window will have different "File names" stored within them.

Reporter allows you to output your patient studies to your printer, e-mail, accreditation software or DICOM® (Optional)


Report Printout Options
Page(s):
All
Printer:
hp deskjet 6122 series on LPT1:
Device ready.
Number of Copies:
1
(F10) Print
(F5) Options
Send To:
E-Mail
Accreditation
Dicom
(F12) Send
(Esc) Exit
Print ALL pages of the report. Click on the dropdown arrow to select individual test to print.
This is the printer you will print to. Click the dropdown arrow to select other printers connected to your system.
Let's you know your printer is ready to print
These "Send to" options allow you to send your reports to e-mail, accreditation software or to DICOM® (Optional).

Once you enter the "Report Printout Options" screen, Press F10 to start printing.

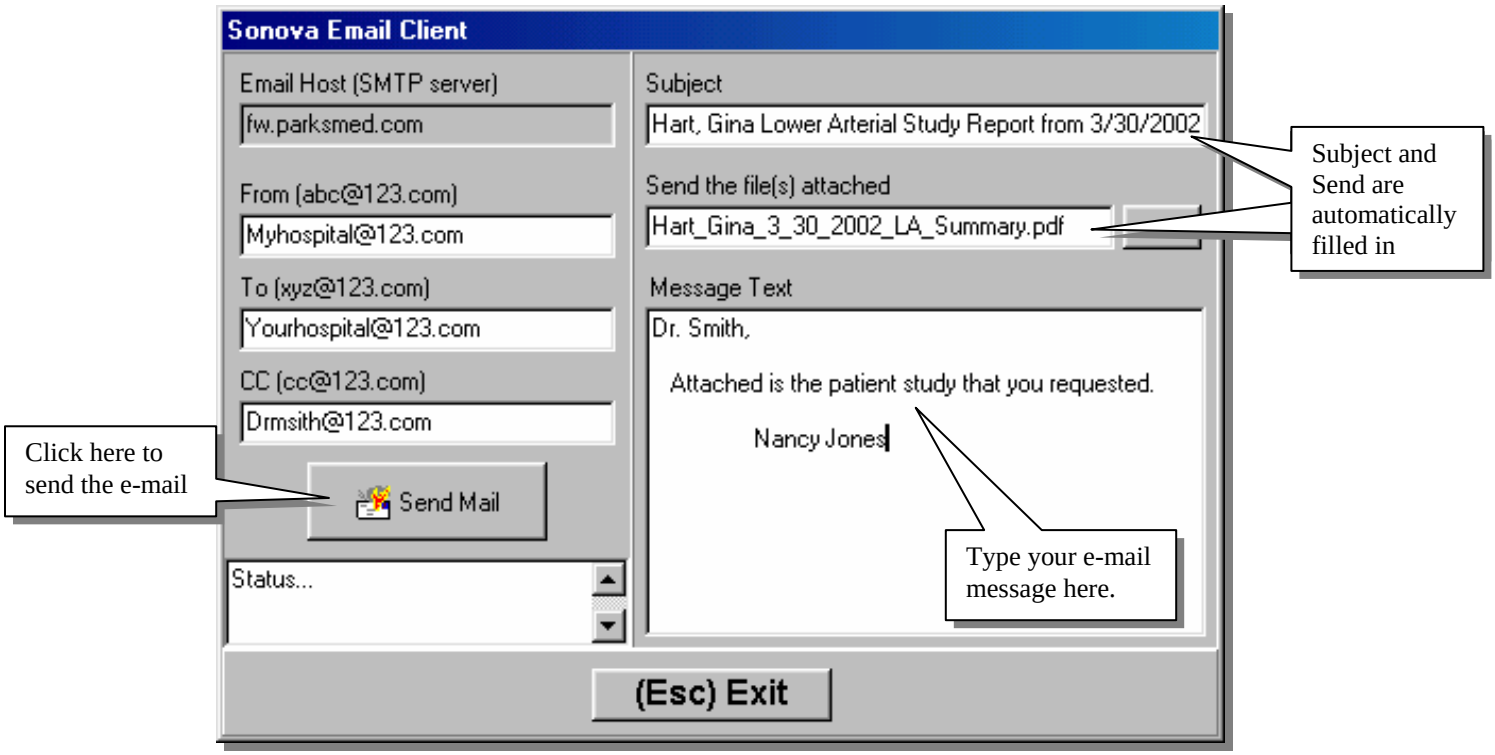
Page(s): To print only specific pages of the test, click on the drop down arrow and select the test you want to print. **All** is the default and will print the entire test.

Printer: Allows you to select the printer that you want to print to; this includes network printers. The default is the printer you have selected as your windows default printer. To print your report as a PDF file, choose SINGLE PDF from the drop down menu. Your full report will be stored on the systems on-board computer whereever you have designated.

Number of Copies: Select the number of copies of the report you want printed.

Send to: Send the report to e-mail (see below), accreditation software or to your DICOM® server (Optional).

You may e-mail your patient's test simply by typing the e-mail address of the person you want to send it to in the **"To"** input window, then type your message and click the send button. The test will be e-mailed to the recipient in Adobe Acrobat PDF format.



E-mail Host: Enter the your e-mail host (SMTP Server name) here.
From: Enter the e-mail address you are sending the data from. Defaults to the last address entered.
To: Enter the e-mail address of the person you are sending the data to. Defaults to the last address entered.
CC: (stands for Carbon Copy) This sends a copy of the data to another address that you also want to see the data.
Subject: Displays the patient's name, test and date on the subject line of the recipient. This is done automatically. To change the subject, click on input box with mouse and enter a new message.
Send the file(s) attached: Shows you what files are going to be sent.
Message text: Type in a message for the recipient.
Send mail (Button): Sends your e-mail to the recipient.

Enter Study Archives to retrieve a previously stored patient.

Scroll up or down by using the mouse or the keyboard. Double-click on desired patient, or highlight the patient and press F3 to retrieve. You will be prompted “You are about to retrieve an archived patient… continue?” “No” will cause the question box to disappear, “Yes” will pull up this patient’s tests and bring you to the report screen.

F2 Search

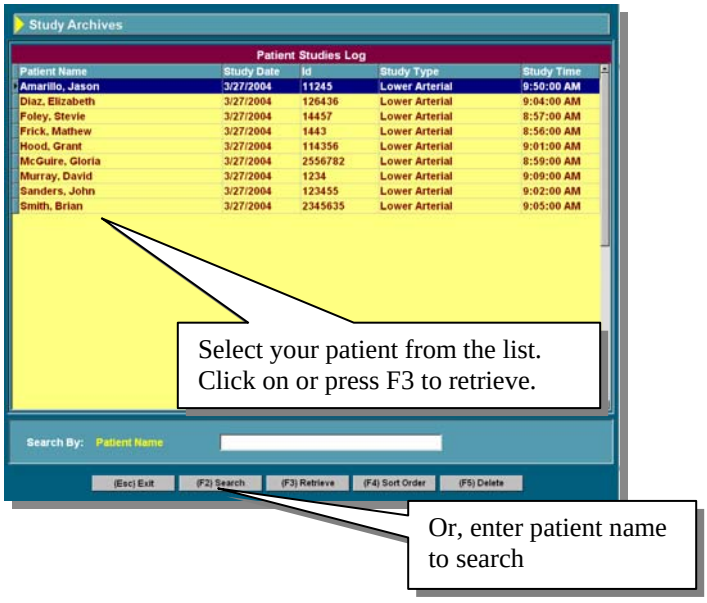
Activates the “Search By” window.
The type of search is dictated by your sort order (see F4 Sort Order below). You will always be searching the first column of data under your “Patient Study Log”. As you type in the “Search By” input box, the program will locate everything equal in the patient list.

F3 Retrieve

Pulls up the highlighted patient’s study from the archives and takes you to the report screen.

F4 Sort Order

Every time you press F4, the Patient Study Log order is sorted by Patient Name, Study Date or ID.

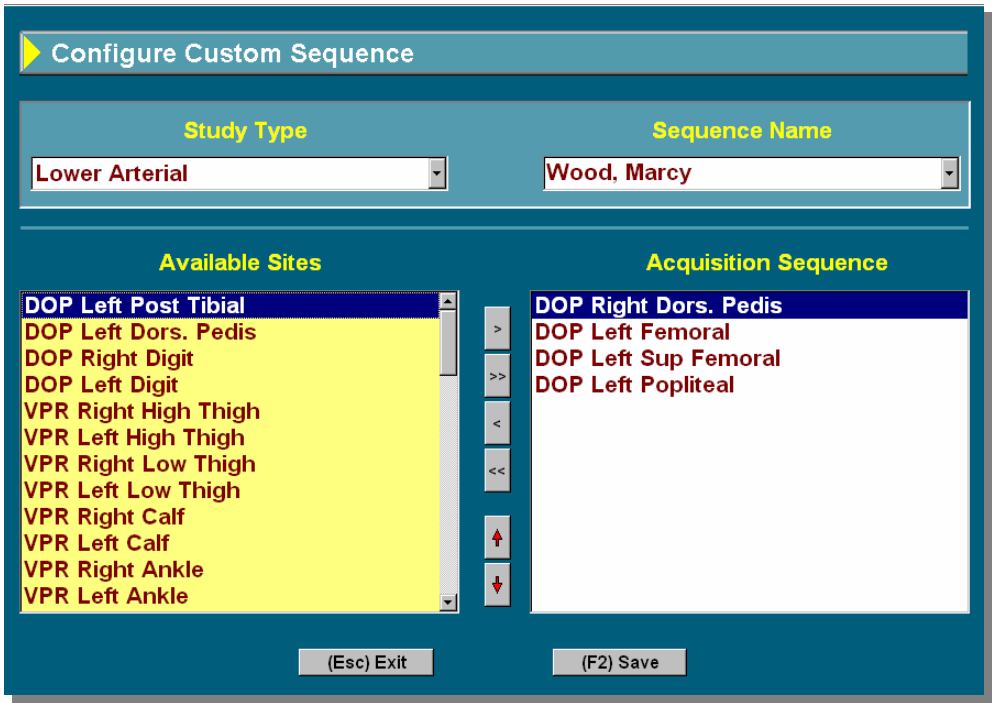

Study Archives
Patient Studies Log
Patient Name | Study Date | Id | Study Type | Study Time
Amarillo, Jason | 3/27/2004 | 11245 | Lower Arterial | 9:50:00 AM
Diaz, Elizabeth | 3/27/2004 | 126436 | Lower Arterial | 9:04:00 AM
Foley, Stevie | 3/27/2004 | 14457 | Lower Arterial | 8:57:00 AM
Frick, Mathew | 3/27/2004 | 1443 | Lower Arterial | 8:56:00 AM
Hood, Grant | 3/27/2004 | 114356 | Lower Arterial | 9:01:00 AM
McGuire, Gloria | 3/27/2004 | 2556782 | Lower Arterial | 8:59:00 AM
Murray, David | 3/27/2004 | 1234 | Lower Arterial | 9:09:00 AM
Sanders, John | 3/27/2004 | 123455 | Lower Arterial | 9:02:00 AM
Smith, Brian | 3/27/2004 | 2345635 | Lower Arterial | 9:05:00 AM
Select your patient from the list.
Click on or press F3 to retrieve.
Search By: Patient Name
(Esc) Exit
(F2) Search
(F3) Retrieve
(F4) Sort Order
(F5) Delete
Or, enter patient name to search

F5 Delete

Find the patient by either scrolling through the patient names or by pressing F2 Search. With desired patient highlighted, press F5 Delete to remove the patient from the archives.

UTILITIES allows you to maintain the Sonova software and patient data. Within UTILITIES, you can SET CUSTOM SEQUENCING, BACKUP PATIENT DATA, RESTORE PATIENT DATA and set up the Sonova software in SYSTEM SETUP.

CUSTOM SEQUENCE



To Set up a custom sequence:

1. Choose your study type (lower Arterial or Upper Arterial). Press ENTER.

2. Give your Sequence a name. This can be any name you want (IE: Persons name, Protocol…etc). Press ENTER.

3. With the “Available Sites” window active, scroll through the list of tests and single click on the test you want. This will highlight it. Click on the > button to move it over to the “Acquisition Sequence” Window. Continue until all tests you want are in the “Acquisition Sequence” window.

4. The list in the “Acquisition Sequence” window is the sequence the tests will be done. To move one of the tests higher or lower in the list, click on the test to highlight it, then use the “red” arrow keys to move it up or down until it is where
you want it.

5. Once the sequence is in the order that you want in the “Acquisition Sequence” window, Press F2 to save. ESC to exit.

Description of arrow buttons within Custom Sequence

Moves the highlighted acquisition site from the “Available sites” window to the “Acquisition Sequence” window.

Moves all of the acquisition sites from the “Available sites” window to the “Acquisition Sequence” window.

Moves the highlighted acquisition site from the “Acquisition Sequence” window to the “Available sites” window.

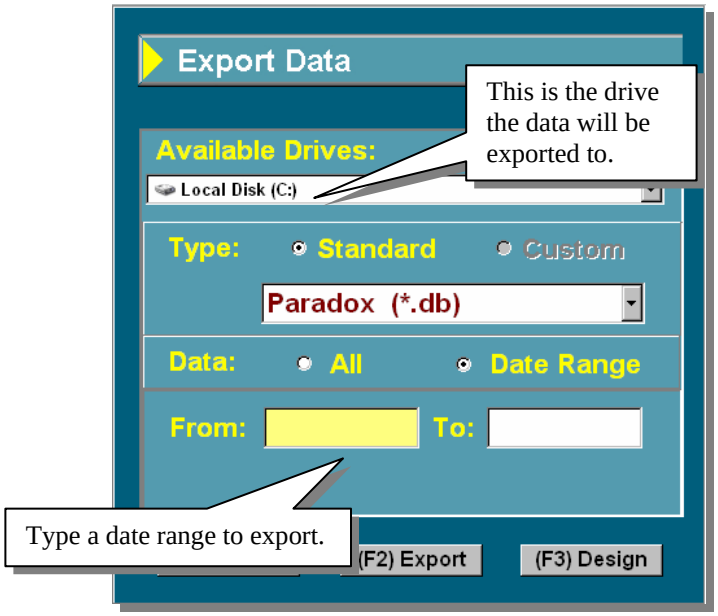
Moves all of the acquisition sites from the “Acquisition Sequence”” window to the “Available sites” window.

Moves the highlighted acquisition site up in the list. This allows you to customize the list in any order you want.

Moves the highlighted acquisition site down in the list. This allows you to customize the list in any order you want

TO ACTIVATE CUSTOM SEQUENCING: Enter patient information as normal. From the “TEST CHOICES” screen, click on the “CUSTOM SEQUENCE” button or press “C” (hot key). Choose the sequence name you want to activate by using the arrow pad and ENTER (either on keyboard or 18-B remote) or by double clicking. Your sequence will begin. Once your sequence is finished, you will automatically be put into the report screen. **Note: The “Custom Sequence” button will not be visible unless you have at least one Custom Sequence entered.**

EXPORT DATA



1. Choose the drive you want to export to by clicking the drop down arrow. You will see a list of available drives including network drives (if connected to a network). Click on desired drive and it will appear in the "AVAILABLE DRIVES" window.

2. Choose an export type by clicking on the down arrow and clicking on the export type with your mouse.

3. Choose what you want to export. "Date Range" will allow you to type a specific date range to export. "All" will export all patient data.

4. Press (F2) on keyboard or click the "EXPORT" button with mouse.

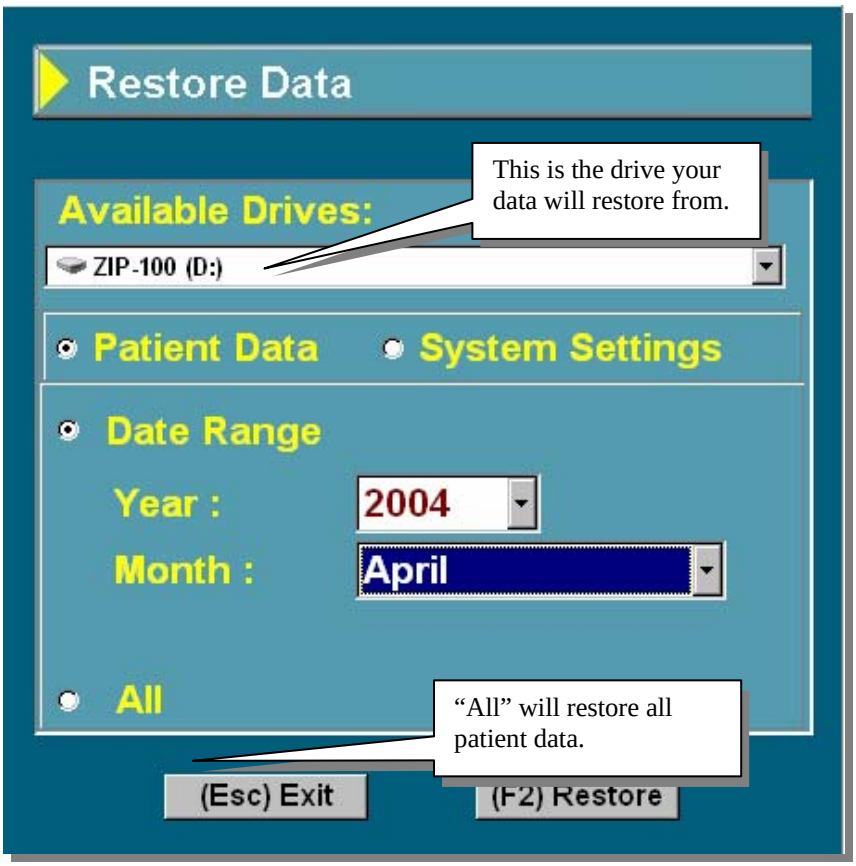
Once the export is complete, the files will be located on the drive that you specified in a folder called SONOVA_EXPORT.

BACKUP PATIENT DATA

1. Choose the drive you want to backup to by clicking the drop down arrow located under "Available Drives". You will see a list of available drives including network drives (if connected to a network). Click on the desired drive and it will appear in the "AVAILABLE DRIVES" window.
2. Select what you want to backup - PATIENT DATA will back up the patient studies; SYSTEM SETTINGS will back up your history questions, saved notes, custom sequencing and labels.
3. Choose a date range. Click the "YEAR" drop down box and select the available year. Click the "MONTH" dropdown box and select the available months.
4. If you want to backup all patient data, click on "ALL".

5. Press (F2) on keyboard or click the "BACKUP" button with mouse. The Back up progress will be displayed, then disappear when finished.

RESTORE PATIENT DATA



1. Choose the drive you want to restore from by clicking the drop down arrow. You will see a list of available drives including network drives (if connected to a network). Click on desired drive and it will appear in the "AVAILABLE DRIVES" window.

2. Select what you want to restore. PATIENT DATA: will restore the patient studies. SYSTEM SETTINGS: Will restore your history questions, Saved notes, Custom Sequencing and Labels.

3. Choose a date range. Click the "YEAR" drop down box and select the available year. Click the "MONTH" dropdown box and select the available months.

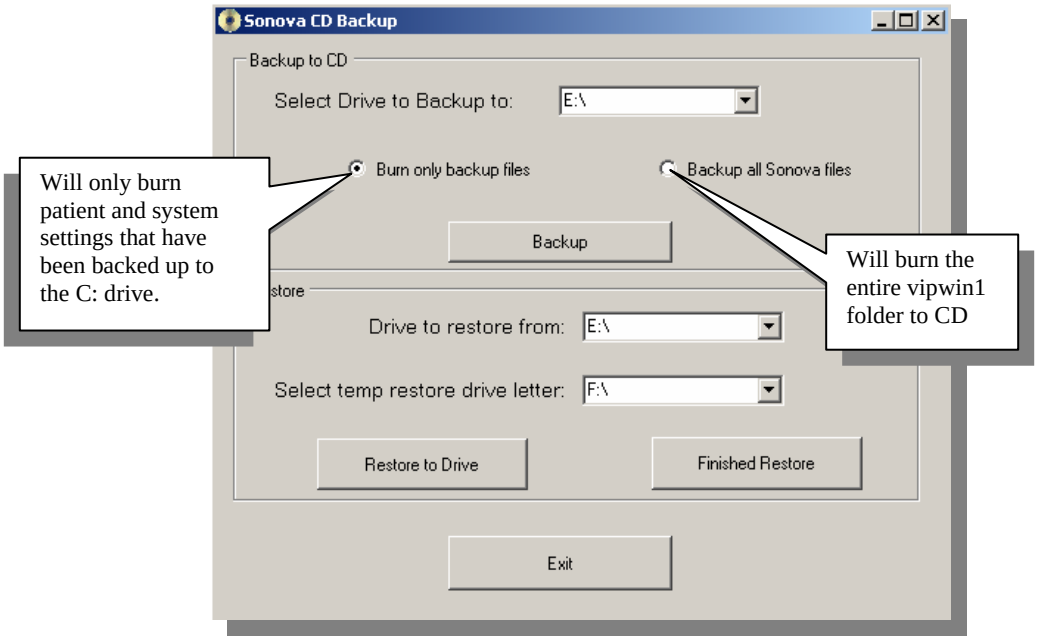
4. If you want to restore all patient data, click on "ALL".

5. Press (F2) on keyboard or click the "RESTORE" button with mouse.

BURNING BACKUPS TO CD

NOTE: This utility was released 09/18/06. If your Flo Lab was manufactured previous to this date, please call the factory and we will direct you in getting you the software.

1. Perform a regular patient and/or system backup to your C: drive. Please follow instructions as explained on page 14. Once finished, Exit the Sonova program
2. Go to the START button (located on your task bar in the lower left portion of your screen) Then go to PROGRAMS, SONOVA FOR WINDOWS and SONOVABURN. The following window will appear.

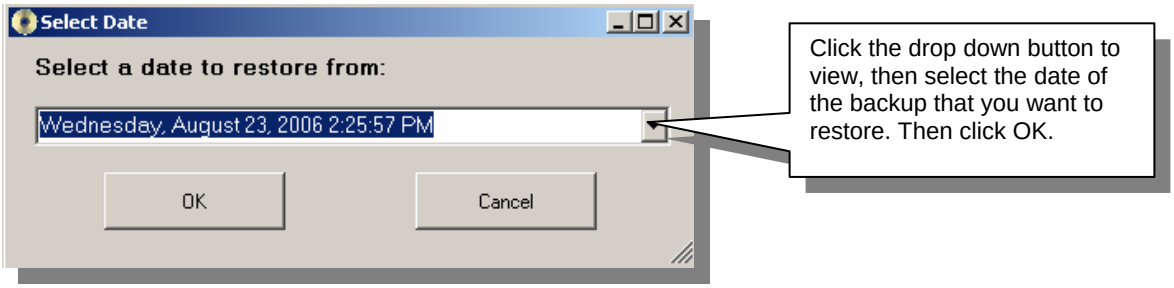


3. Select a drive to back up to from the drop down list. Your burnable CD drive should usually be the default.
4. Select the type of backup you want to burn onto the CD. “Burn only backup files” will burn your latest backup to the CD. “Backup all of Sonova files”. This will backup your entire Sonova folder. These are all the files it takes to run Sonova including your patient data and system settings.
5. Make sure you have a blank CD in the CD drive and Click the BACKUP button. Once the Files are burned onto the CD, the CD tray should open. You now have all of your backups on CD.

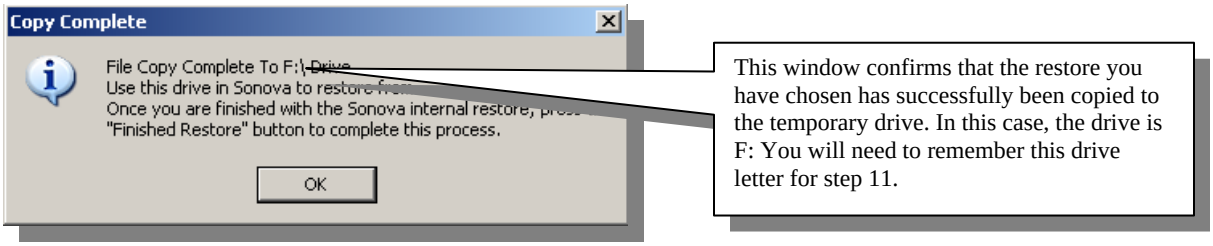
If you explore the CD, you will find one folder for patient backups and one for complete Sonova backups. Within each of those folders, is a folder for each time that you have made a backup. These are labeled by date and time. You can put several of each type of backup onto one CD. The next section will explain how to restore this data.

RESTORING BACKUPS FROM CD

1. Make sure that the Sonova program is not currently running.
2. Insert the CD that contains the backup(s) that you want to restore.
3. Go to the START button (located on your task bar in the lower left portion of your screen) Then go to PROGRAMS, SONOVA FOR WINDOWS and SONOVABURN. The “Sonova CD Backup” screen will be displayed.
4. Select a drive letter to restore from by clicking the drop down arrow - Your CD drive should usually be the default.
5. Select a temporary drive letter – This is a temporary drive that does not exist on your system. It will temporarily be created for the restore. In most cases, the current drive displayed will work.
6. Click on the “Restore to Drive” button. The following window will appear.


Select Date
Select a date to restore from:
Wednesday, August 23, 2006 2:25:57 PM
OK
Cancel
Click the drop down button to view, then select the date of the backup that you want to restore. Then click OK.

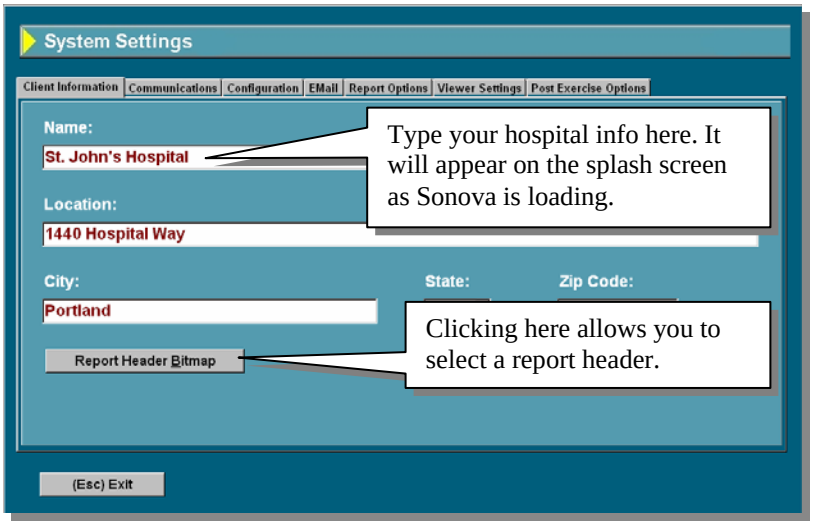
7. Choose the date of the backup that you want to restore, Then click OK – The backup will get moved to the Temporary directory that you chose. When complete, The following message will appear.


Copy Complete
File Copy Complete To F:\-Drive
Use this drive in Sonova to restore fr
Once you are finished with the Sonova internal restore, pr
"Finished Restore" button to complete this process.
OK
This window confirms that the restore you have chosen has successfully been copied to the temporary drive. In this case, the drive is F: You will need to remember this drive letter for step 11.

8. Click the OK button on the “Copy Complete” window.
9. Double click on the Sonova icon on your desktop to enter the Sonova software.
10. Click on UTILITIES then RESTORE
11. Select the temporary drive letter from the drop down window.
12. Choose to either restore patient data or system settings.
13. Choose to restore ALL patient data or select a date range to restore.
14. Press F2 or click the Restore button – The data will be restored into Sonova. You will see a % progression as it restores.
15. When the restore is complete, Exit or minimize the Sonova software.
16. The Sonova CD Backup window should still be present. Click the Finish Restore button.

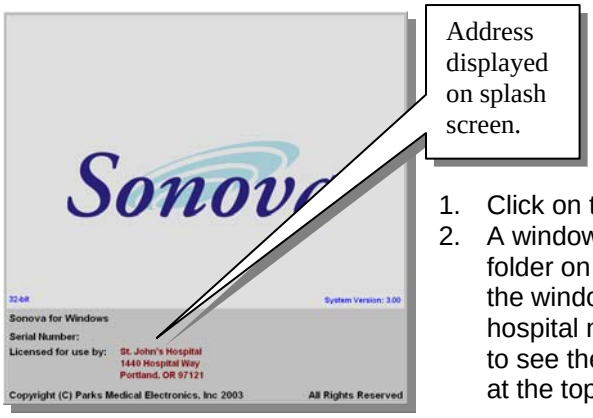
Your restore is now complete.

CLIENT INFORMATION TAB



Input your facility information (Name and address). This information will be visible as the SONOVA software is loading.

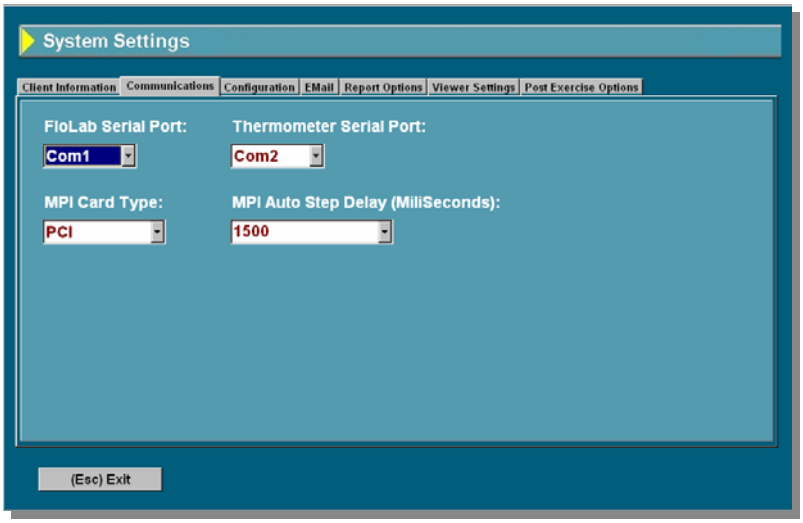
REPORT HEADER BITMAP.
To install a header that will appear on the top of the first page on your printed reports (also on the report screen).



1. Click on the “REPORT HEADER BITMAP” button.
2. A window will appear that is pointing to the VIPWIN1 folder on your system. Double click on the .bmp file in the window. (The name of the file is usually “your hospital name” .bmp). Once you exit, you will be able to see the header on the report screen and it will print at the top of your reports.

HEADERS: Headers can be created by you. With a little work in the Windows PAINT utility, you can develop a custom header. The only requirement is that the area for the header must be no bigger than 760X72. You can import your hospital logo and add text to it. Once you have saved it, place the file in the C:\PROGRAM FILES\VIPWIN1 folder, then follow the instructions for loading your header bitmap.

COMMUNICATION TAB



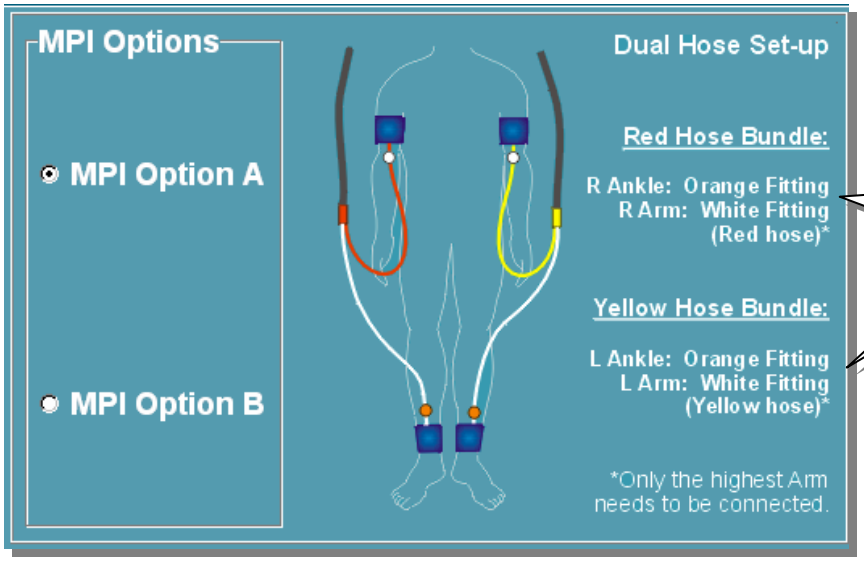
FloLab Serial Port: Allows you to select the serial port that opens communication between the FloLab and the on board computer. Default is COM1.

Thermometer Serial Port: Allows you to select the serial port that opens communications between the Temperature Wand (OPTIONAL) and the on-board computer. Default is COM2.

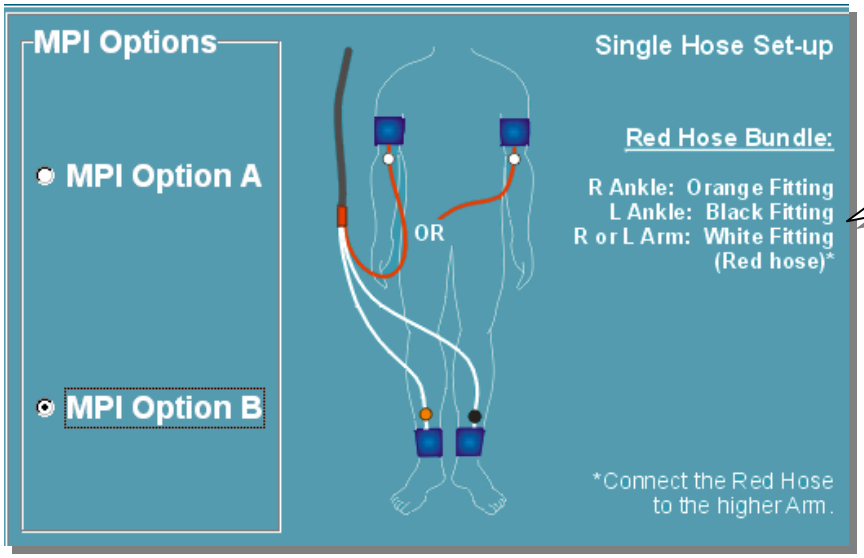
MPI Card Type: Allows you to select the type of interface card that is located inside the onboard computer, this runs the (OPTIONAL) Multi Port Inflation system (MPI). Default is PCI.

MPI Auto Step Delay: Allows you to select the delay time of the MPI (OPTION) auto step feature (see AUTO STEP in Sonova Functions section). Default is 1500.

POST EXERCISE TAB



Option A lets you use both hose sets to perform the exercise test



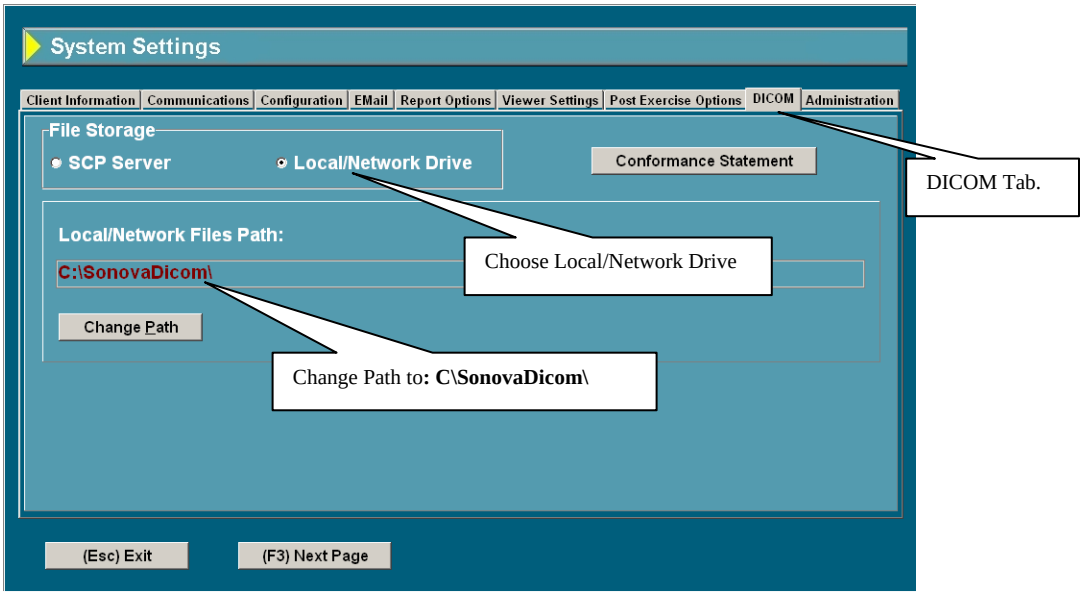
MPI option B lets you perform the exercise test using only one hose set.

DICOM CONFIGURATION

Note: This instruction is only valid if you are running the Sonova Startup Utility Version 5.0 or above.

To load version 5.0 of the Sonova Startup, insert the Sonova install disk Rev F into your computer's CD drive. Click on **INSTALL SONOVA UTILITIES** then click on **INSTALL SONOVA STARTUP v5**. Follow the onscreen prompts to complete the installation.

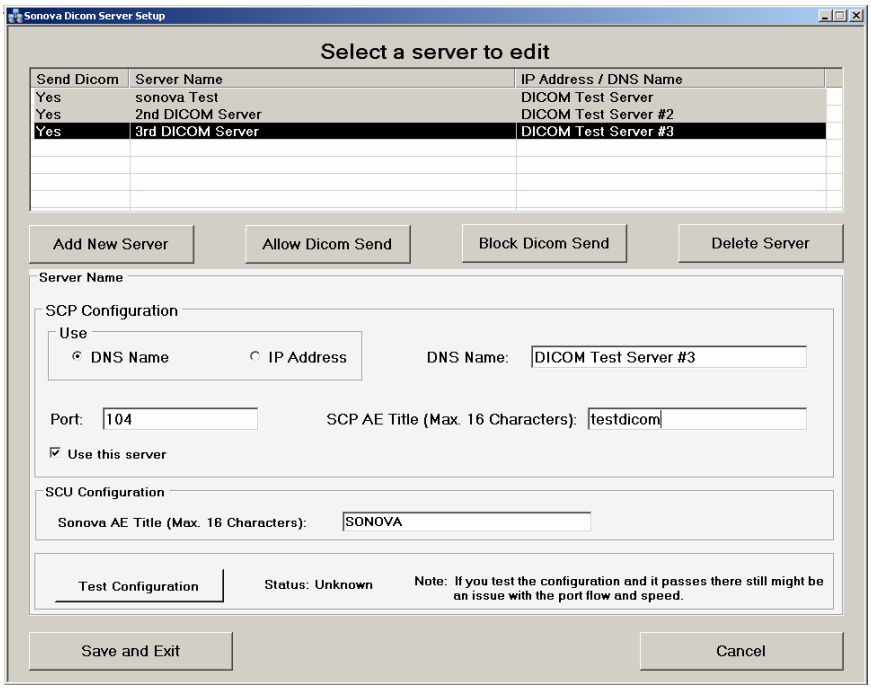
1. Enter the Sonova program and go into **UTILITIES, SYSTEM SETUP** and then click on the DICOM tab. The following screen will appear.



2. Select localNetwork Drive, then click on the **CHANGE PATH** Button. In the Select Directory input box type **C:\SonovaDicom** . Click OK then Exit the System settings screen and exit the Sonova program.

3. Click the **Start** button located in the lower left portion of your screen. Then click on **PROGRAMS**, **SONOVA FOR WINDOWS** and **DICOM SERVER SETUP**. The following window will appear.

DICOM CONFIGURATION



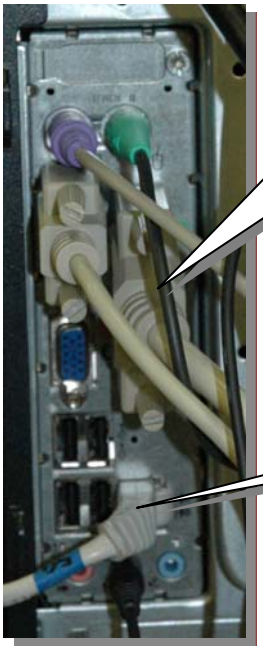
4. Click on **Add new Server**. An input box will appear. Enter a server name and click OK. **Note: This is a descriptive name of the server you are sending to. It is not any part of the configuration used in transferring the file.**
5. Choose either DNS Name or IP Address under SCP Configuration. Then add the correct name or address in the input box.
6. Enter the port
7. Enter the SCP AE Title.
8. Enter the Sonova AE Title. The default is SONOVA However it can be changed to meet your facility's needs.
9. **Use this server –** If this is checked, this patient study will send to this server every time you send to DICOM. You can send to one or all of the servers that you have entered.
10. Click the **Test Configuration** button. This will ping the server you have set up and let you know if it successfully communicates.

Note: The information entered into steps 5 through 9 should be provided by your PACS administrator or IT department.

CONNECTING THE NETWORK CABLE

Connecting the 14’ network cable to the back of the Flo Labs on board computer allows you to transmit patient data to your DICOM system. It can be done in four easy steps and requires only a phillips head screwdriver.

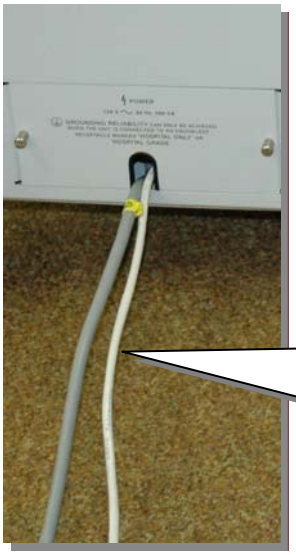
STEP ONE – Using the screwdriver, remove the three screws that hold the back door closed. Once the door is open you will have access to the computer. Also open the access door that will reveal the back of the computer. This is located on the left side of the Flo Lab and can be opened by unscrewing the two thumbscrews.



This illustration shows the back of the computer. Not all will look exactly the same but will be similar. Here you can see the different components plugged in.
(IE: Printer, Monitor, etc.)

STEP TWO – Connect the 14’ cable to the Ethernet adapter (network plug).

STEP THREE – Route the cable behind the computer strap , then through the hole on the lower end of the back door where the power cord is routed.



STEP FOUR – Close the back door of the Flo Lab and replace the three phillips head screws. Then close the access door and hand tighten the two thumbscrews. Once you plug the Ethernet cable into your facilities network port, you will be ready to set up Sonova to send to your DICOM (PACS) system.

NOTE: To complete the setup for your DICOM option, refer to the DICOM and DONGLE set up in the OPTIONS portion of your Sonova manual.

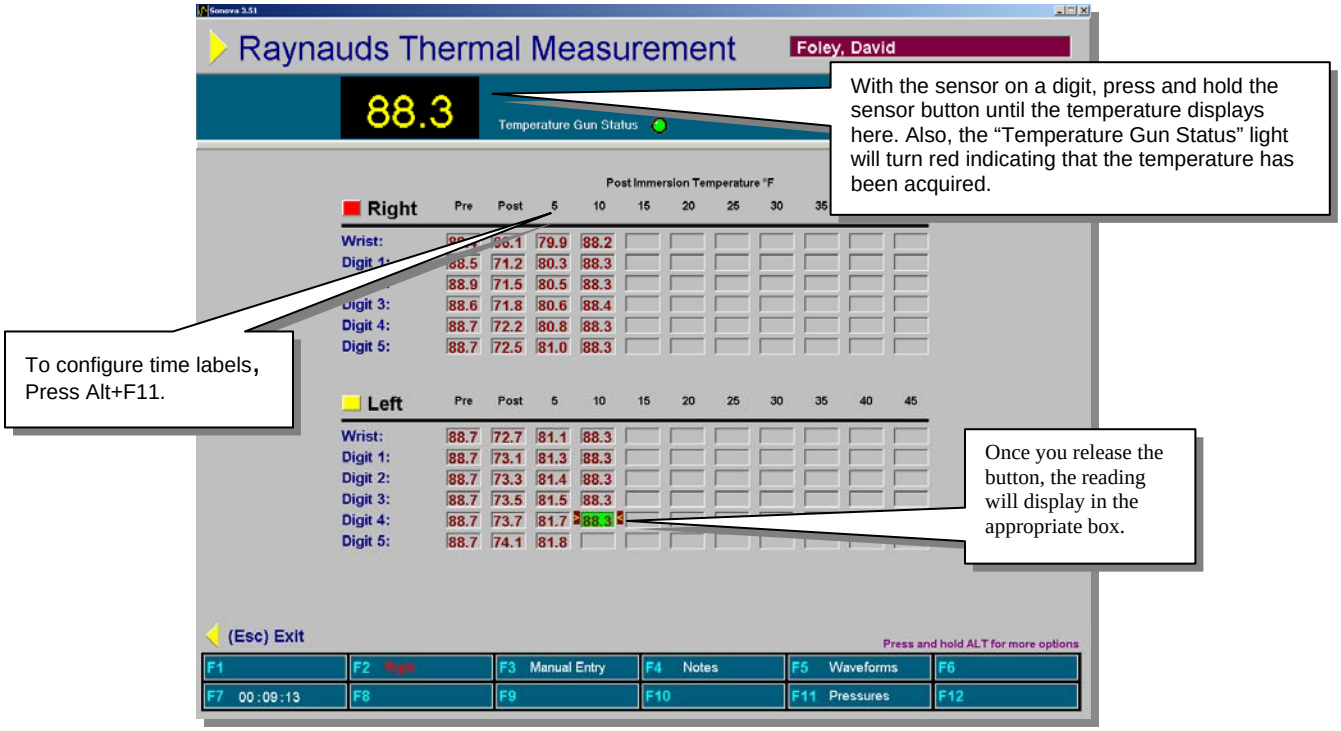
TEMPERATURE SENSOR OPTION (For Thermal Raynauds)

Before your temperature sensor can be used, you must insert the USB dongle that came with the sensor into one of the USB slots on the back of your on-board computer. If this is not in place, the thermal test for Raynauds will not exist within Sonova.

To install your temperature sensor, open the access door on the left side of your Flo Lab. This will reveal the back of your on-board computer. Insert the serial cable end of the sensor into the B serial port on the back of the 2100's computer.

The first time you enter the Raynauds test, it will be set for Raynauds pressures. To enter the Thermal screen, Press F6 last (Thermal, Pressures test.

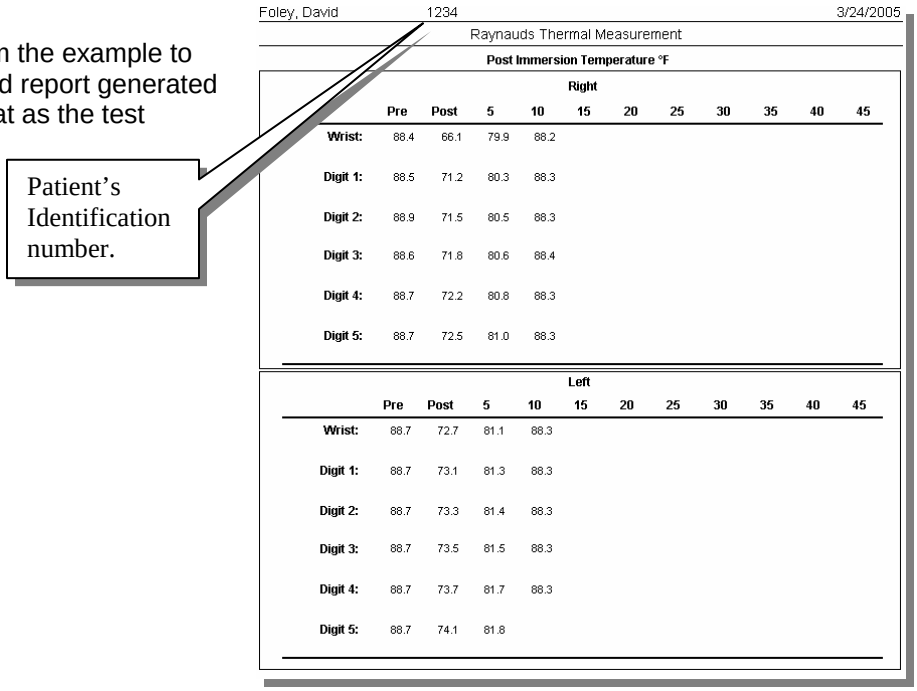
Sonova will remember what test you were in or Waveforms) and will always enter into that


Raynauds Thermal Measurement
Foley, David
88.3
Temperature Gun Status
With the sensor on a digit, press and hold the sensor button until the temperature displays here. Also, the "Temperature Gun Status" light will turn red indicating that the temperature has been acquired.
Post Immersion Temperature °F
Right
Pre Post 5 10 15 20 25 30 35
Wrist: 88.1 79.9 88.2
Digit 1: 88.5 71.2 80.3 88.3
88.9 71.5 80.5 88.3
Digit 3: 88.6 71.8 80.6 88.4
Digit 4: 88.7 72.2 80.8 88.3
Digit 5: 88.7 72.5 81.0 88.3
To configure time labels, Press Alt+F11.
Left
Pre Post 5 10 15 20 25 30 35 40 45
Wrist: 88.7 72.7 81.1 88.3
Digit 1: 88.7 73.1 81.3 88.3
Digit 2: 88.7 73.3 81.4 88.3
Digit 3: 88.7 73.5 81.5 88.3
Digit 4: 88.7 73.7 81.7 88.3
Digit 5: 88.7 74.1 81.8
Once you release the button, the reading will display in the appropriate box.
(Esc) Exit
Press and hold ALT for more options
F1
F2
F3 Manual Entry
F4 Notes
F5 Waveforms
F6
F7 00:09:13
F8
F9
F10
F11 Pressures
F12

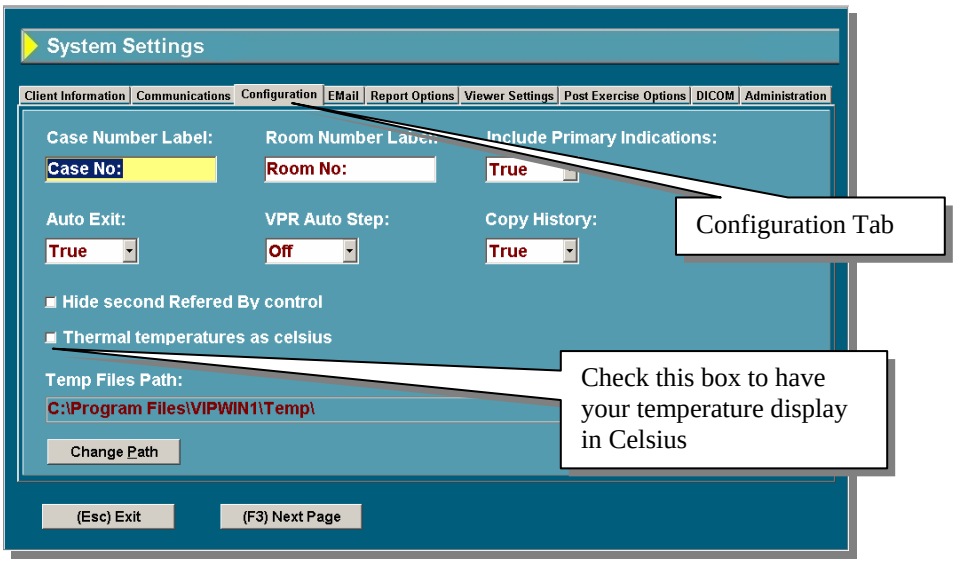
F2 - Jumps you to the left side if you are on the right side and to the right side if you are on the left side.
F3 - Opens up your acquisition boxes for manual entry.
F5 - Jumps you to Raynauds Waveform test
F7 - Resets your timer.
F11 - Jumps you to the Raynauds Pressures test.
Alt+F11 – Allows you to change the time labels to fit the protocol of your vascular lab.

TEMPERATURE SENSOR OPTION (For Thermal Raynauds)

As you can see from the example to the right, The printed report generated is in the same format as the test screen.



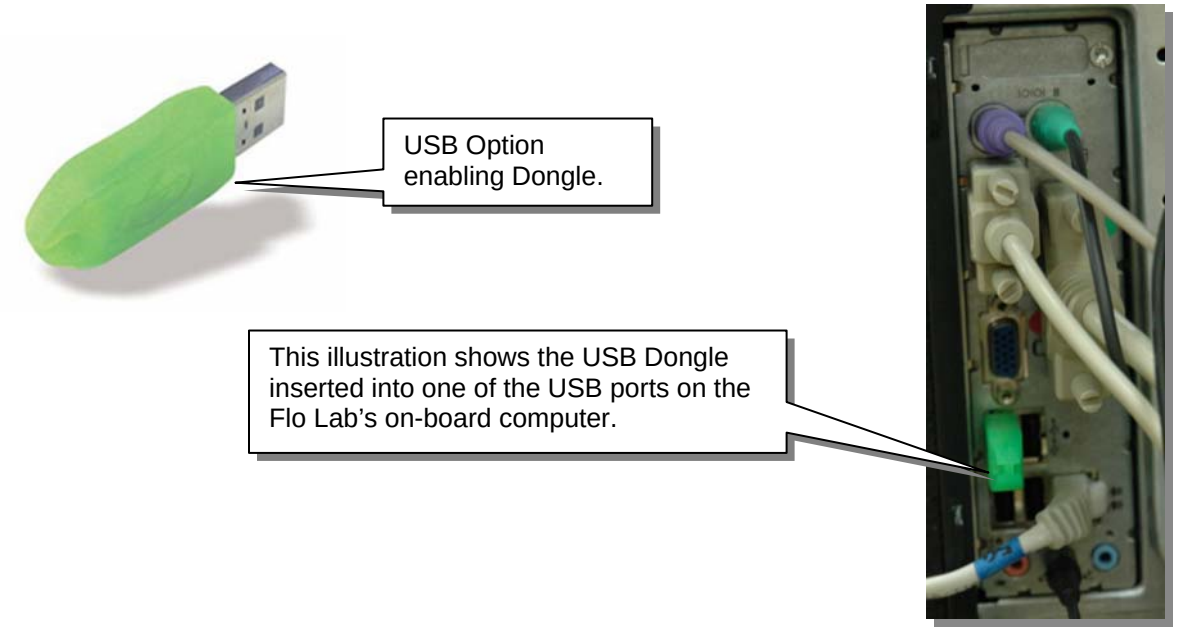
Your Temperature sensor can display the temperature as Fahrenheit or Celsius. To change the setting, enter **UTILITIES** from Sonova's opening menu. Next enter **SYSTEM SETUP**. Once in system setup, you will see folder tabs along the top of the window. Click on the **COMMUNICATIONS** tab and you will see the following:



Use your mouse to put a check in the box to make your temperature display in Celsius. If the box is unchecked, your temperature will display in Fahrenheit.

USB DONGLE

What is a USB Dongle? The dongle is a device that when inserted into your Flo Lab's on-board computer, enables the use of such options as DICOM and the Temperature thermometer for Raynauds testing. These dongles are programmed here at the factory for your facility and the options that you have purchased. Currently, all new Flo Labs ship with a dongle already inserted into your on-board computer. If you decide that you want to purchase one or more of the Sonova options, we will send you a file that will update your dongle for that option(s**). NOTE: If your dongle is not inserted into the on-board computer, your options will not exist in Sonova.**


USB Option enabling Dongle.
This illustration shows the USB Dongle inserted into one of the USB ports on the Flo Lab's on-board computer.

Loading Windows® drivers for your Dongle.

All Flo Labs are now being shipped with all drivers loaded. If you have purchased one or more of the Sonova options separate from your Flo Lab, you may need to load the driver for the dongle.

Windows® XP

While in Windows and Sonova not running. Plug the USB dongle into one of the on-board computer USB slots. If the driver is not loaded, A "Found new hardware wizard" window will appear (if driver is loaded, you will not get this message).
Check the "not at this time" box then click on **NEXT**.
At the next screen check "Install from a list or specific location (advanced)" box, then click **NEXT**
At the next screen check "Include this location in the search" Then click the **BROWSE** button.
Browse to: Local disk C:, program files, vipwin1. Then click on the **OK** button.
This will bring you back to where you browsed from. Click **NEXT**
The Drivers will now load. Once complete you can click on the **FINNISH** button and you may now start using the Sonova options that you have purchased.

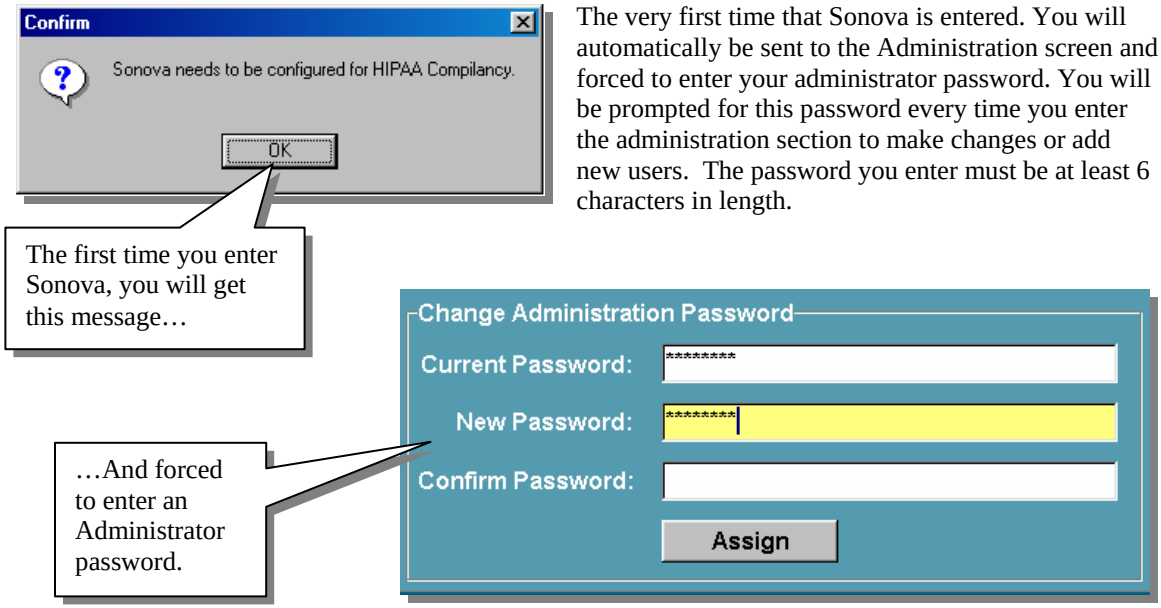
USB DONGLE

Windows® 98

To load the drivers into Windows 98 is a two step process.

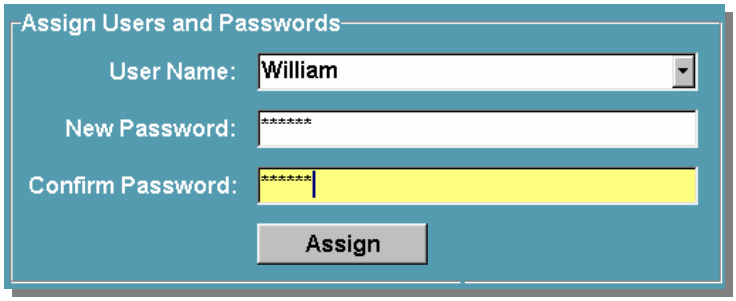
STEP ONE:
While in Windows and Sonova not running. Plug the USB dongle into one of the on-board computer USB slots.
Double click on the **MY COMPUTER** icon found in the upper left hand portion of your screen.
Double click on the CONTROL PANEL icon.
Click on the **DEVICE MANAGER** tab.
Double click on “USB Dongle software protection device”. There should be a yellow “!” to the left of it.
Click on **UPDATE DRIVER** button.
In the “update device driver wizard” window click **NEXT.**
At the next screen, check “search for a better driver than the one you are using now” and click **NEXT**.
At the next screen choose “specify a location” then click the **BROWSE** button.
Browse to C:, program files, vipwin1. Then click **OK**.
You should be at the screen that you browsed from. Click on **Next**.
At the next screen click on **FINNISH**.

STEP TWO:
Insert the Sonova 3.51 full build into your CD drive in your on-board computer. When the installer starts to auto load, Press **CANCEL**.
Double click on the **MY COMPUTER** icon in the upper left hand portion of your computer screen.
Right click on the CD ROM icon and choose **EXPLORE** from the list.
Double click on **PROGRAM FILES** folder, then the **VIPWIN1** folder, then the **DONGLE DRIVERS** folder.
Right Click on the **USBINSTALL** file and choose **COPY**.
Click the **BACK** button until you can see all the drives on your computer (EG: C:, CD Drive, Zip Drive..etc). Right click on your C: drive and choose **PASTE** from the list (This will paste the usbinstall file to your C: drive).
Click on your **Start** button located in the lower left hand corner of your computer screen and choose **RUN**.
At the input box, type “C:\usbinstall /b” and click **OK**.
At the “Work station Dongle installation” window, Click OK
You must now reboot your computer for this to take effect. Once your computer is back up, you may now begin to use the Sonova option(s) that you purchased.



The very first time that Sonova is entered. You will automatically be sent to the Administration screen and forced to enter your administrator password. You will be prompted for this password every time you enter the administration section to make changes or add new users. The password you enter must be at least 6 characters in length.

You may now enter users and their passwords.



Assigning users and passwords: Enter the names for Flo Lab users in the "User Name" field. You must then tab or mouse click to "New Password" and enter a password. Passwords must be at least 6 characters in length. To confirm the password, tab or mouse click to "Confirm Password". Tab or mouse click on the "ASSIGN" button. You may add as many users as you would like. These user names and passwords will be used when entering the program or terminating a lock out screen.

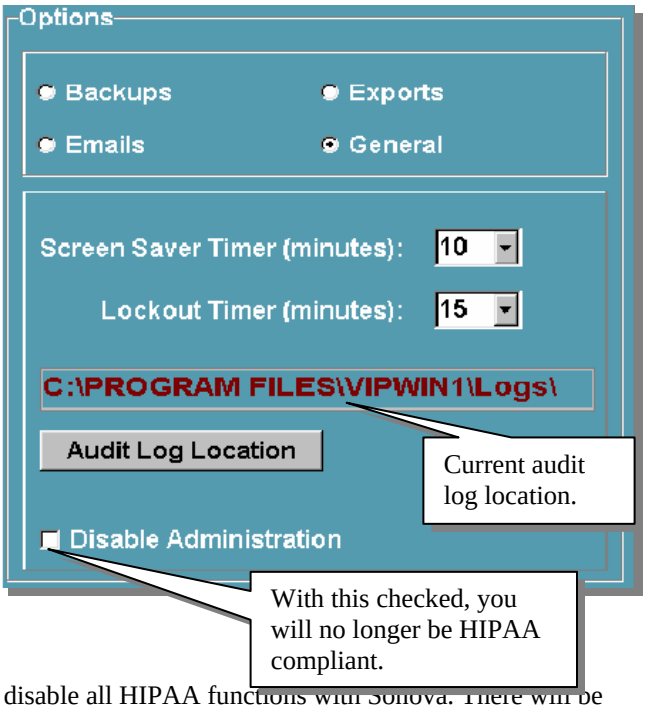
Change Administration Password: To change the administration password you must first supply the current password. In the "New Password" box, enter the new password. The password must be at least 6 characters in length. Then confirm the password in the "Confirm Password" field.

OPTIONS: There are four different options that you may password protect. Backups, exports, e-mails and general.

General: This option allows you to set your screen saver, lockout times and your audit log location.

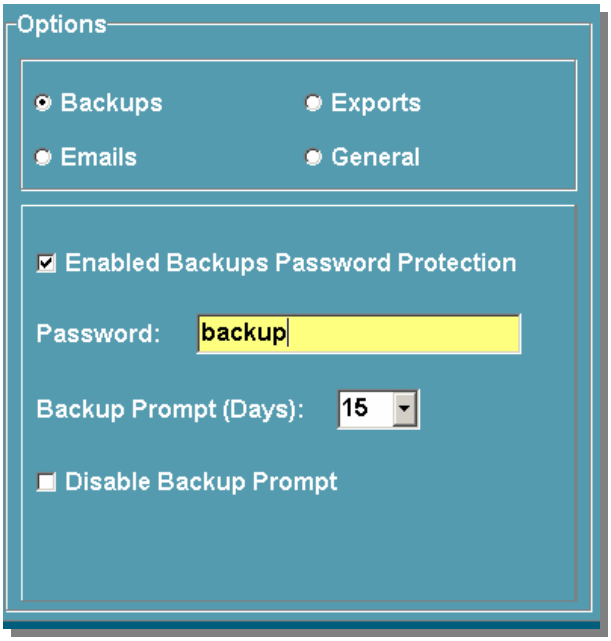
Screen Saver Timer: If there is no activity with the Sonova program. A screen saver will appear after the amount of time selected for this field. When the screen saver is displayed, Any key stroke or mouse movement will bring you back to where you were in the Sonova program.

Lockout timer: This sets the amount of time it will take for you to be locked out of Sonova and need a password to enter back in. Example: Your screen saver timer is set for 10 minutes and your lockout timer is set for 15 minutes. After 10 minutes of inactivity with Sonova. The screen saver screen will appear. If there is an additional 15 minutes of inactivity, the lockout screen will activate and you will now be prompted for a password to enter back into the Sonova Software.



Disable Administration: Checking this box will disable all HIPAA functions with Sonova. There will be no passwords or screen savers that will appear. YOUR FLO LAB WILL NOT BE HIPAA COMPLIANT AT THIS TIME.

Audit Log Location: The Sonova software allows the administrator to view a log of user actions. Any time a user is prompted for an action (IE: “it has been 5 days since your last backup, Would you like to perform a backup”. Yes or No, Your action will be logged.). This gives the administrator the ability to view who has done what within Sonova. The Audit log Location allows the administrator to choose where they want this log on the system. The default it C:\Program Files\VipWin1\Logs.



Backups:

Enable The Backup Password protection: Checking this box will enable the need for passwords when backing up and restoring patient data. If the box is unchecked, You will NOT be prompted for a password when backing up or restoring.

Password: Enter a password into the input box. (in this example the password is BACKUP) The user will be prompted for this password when backing up or restoring patient data. The password must be at least 6 characters in length.

Backup Prompted Days: The Sonova program takes note of when you do backups. As you exit Sonova. It will prompt "It has been XX days since your last backup. Would you like to backup now Y/N". (XX=the value that you specify in this field). A YES answer will take you to the backup screen so that you can perform the backup. A no Answer will exit you out of Sonova. **NOTE: Either way you reply, it will be logged in the audit log (see Audit Log Location above)**

Disable Backup Prompt: If this box is checked, You will not be prompted for a backup when exiting the Sonova program.

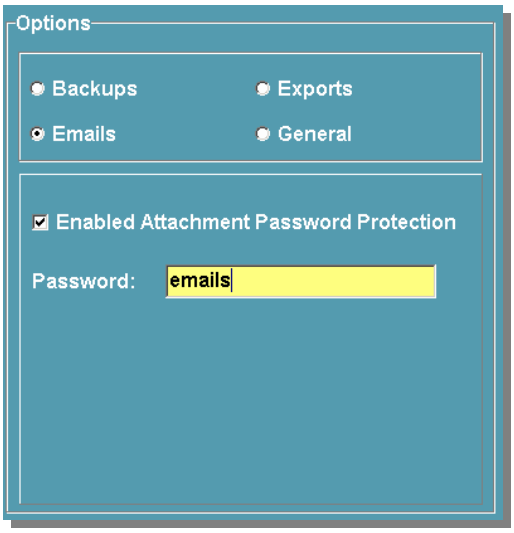
Exports:

Enabled Export Password Protection: Checking this box activates password protection when using the EXPORT function in Sonova. If the box is unchecked, it disables the need for a password when exporting.

To enter a password for the export feature: Check the "Enable Export Password Protection" box and enter your password. The password must be at least 6 characters in length.

E-mails:

Enabled Attachment Password Protection: Checking this box activates password protection when e-mailing patient studies from Sonova. If the box is unchecked, it disables the need for a password when emailing patient studies. to enter a password for the e-mail feature: Check the "Enable Attachment Password Protection" box and enter your password. The password must be at least 6 characters in length.



The function keys below work within most but not all tests.

F1 Help

Displays a help screen for your current location in Sonova.

F3 Grading

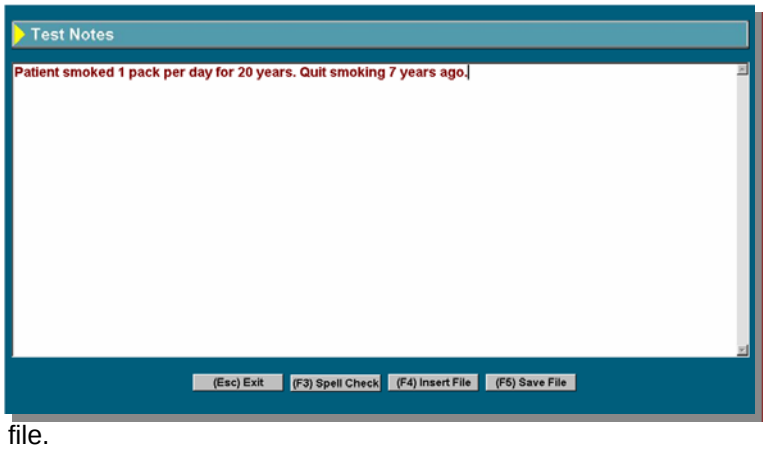
Press **F3** to display grading window. Select the appropriate grade using arrow keys then press enter (or by clicking using the mouse). Press F3 to enter a custom grade.
NOTE: Grading option will not be visible until you are at a saved wave site.

F4 Notes

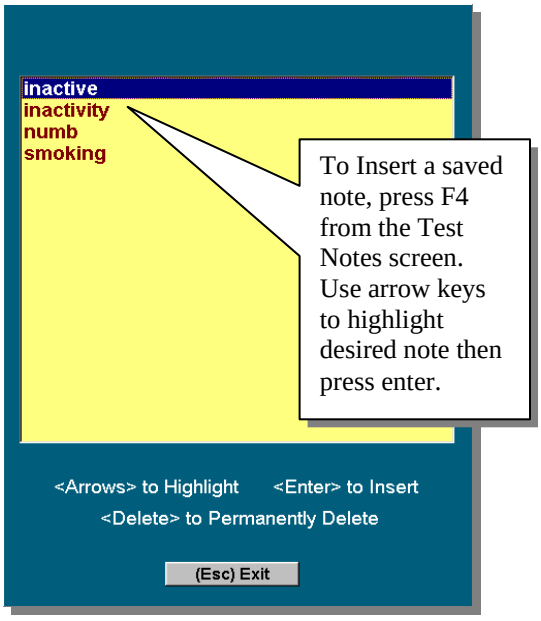
Type your patient's notes for your current location.

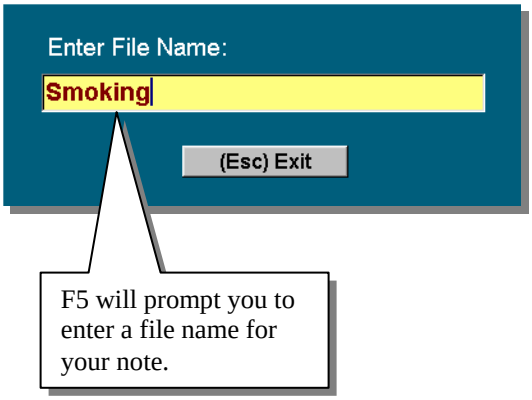
F3 Spell Check – Press F3 to spell check your notes.

F4 Insert File – Choose the note file from the list, it will be placed where your cursor is located on the PATIENT AND STUDY NOTES screen.
To **delete** a notes file, single left click on the file to highlight, then press delete.


Test Notes
Patient smoked 1 pack per day for 20 years. Quit smoking 7 years ago.
(Esc) Exit
(F3) Spell Check
(F4) Insert File
(F5) Save File

F5 Save File –
If you have frequently used notes, they may be saved as a file. After you type the note, Press F5. You will be prompted to enter a name for the file.





SONOVA FUNCTION KEYS

Activates a dual wave screen. Pressing F5 again will activate a singe wave screen.

Resets the timer located in the lower left portion of your screen.

Using the arrow keys (remote or keyboard), move to the saved wave that you want to delete. Press F8. You will be prompted "Wave and grade will be deleted, Yes or No". Click on the "Yes" button and the wave will be deleted. Click on "No" and there will be no change.

F9 on the keyboard or Freeze on the remote will freeze the current waveform or pressure.

F10 on the keyboard or Save on the remote will save the frozen waveform (see F9 Freeze) to the on board computer. The stored wave or pressure will be printed on the report.

Depending on the test you are in, F11 and F12 may jump you to different tests.

Will jump you to the Segmental BP section of Sonova.

Will jump you to the VPR section of Sonova.

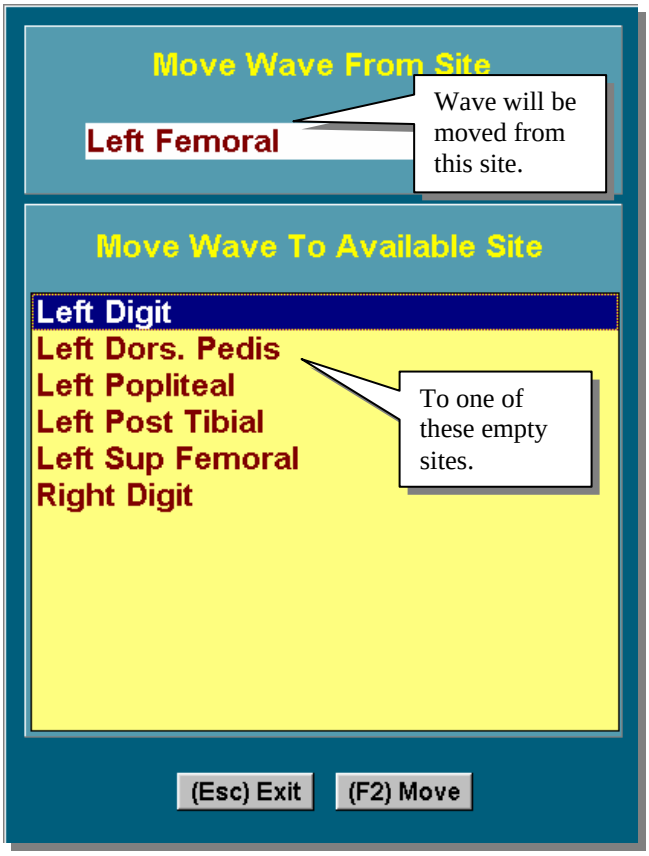
The following can only be accessed by first holding the ALT key on the keyboard.

F1 Size

ALT F1 SIZE – Changes the size of the wave - X2. (100 to 50 to 25, etc.)

F3 Move Wave

ALT F3 MOVE WAVE – Moves a saved wave to an unsaved site.



1. Before pressing ALT+F3, make sure that the wave you want to move is selected. (This is indicated by "> <" on either side of the saved wave).

2. Press ALT+F3 and a "MOVE WAVE FROM SITE" screen will activate.

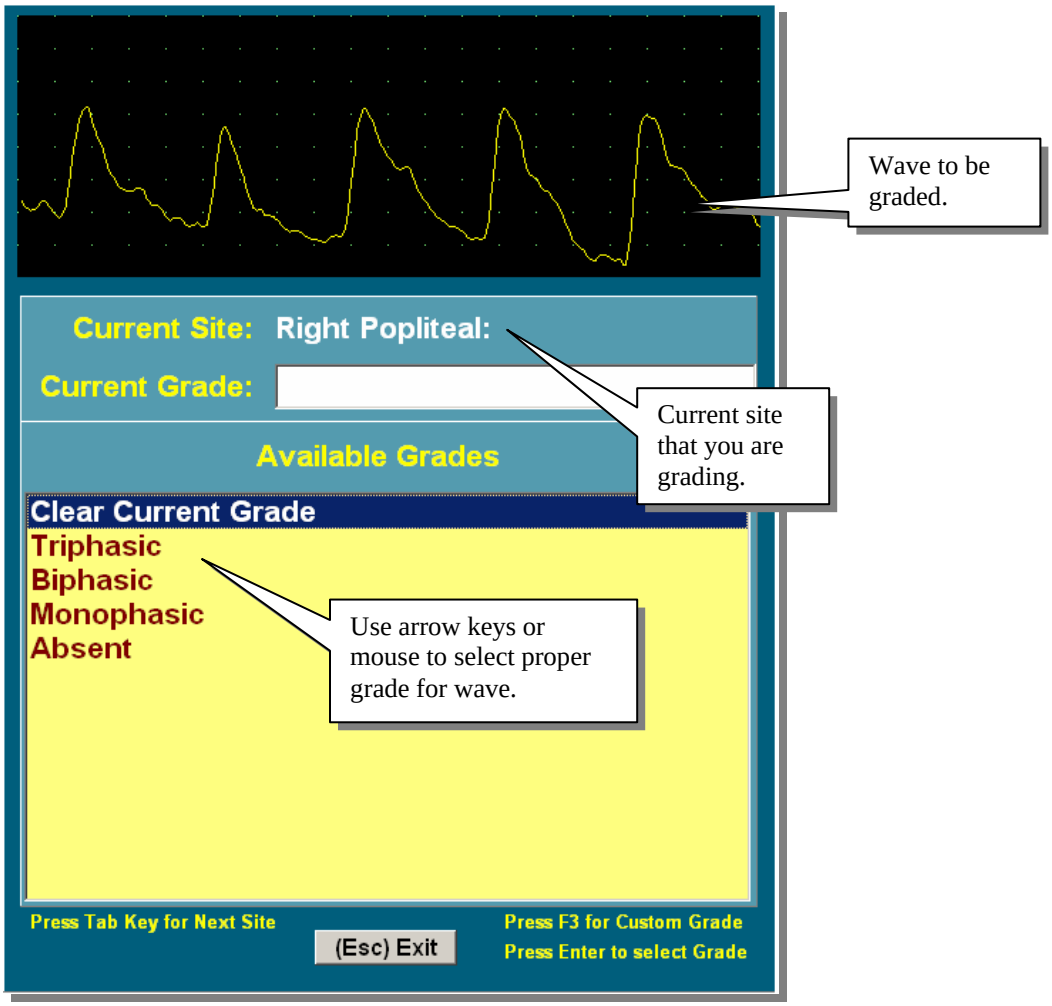
3. The active site name should appear in the upper portion of the screen. Using the keyboard or remote arrows, highlight the available site on the lower portion of the window and press F2 to move.

4. You will be prompted "You are about to move a wave, Continue?" Answering "YES" will move the wave to your selected site. Answering "NO" will cancel your move.

F4 Sweep Speed

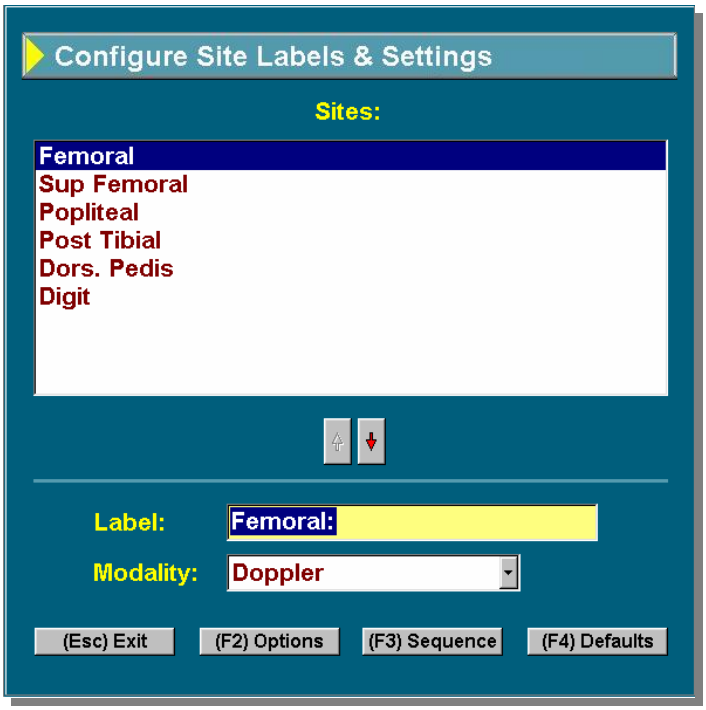
ALT F4 SWEEP SPEED – Every time you press ALT+ F4 your wave speed will change. The rate of speed is by MM per second and the range is 1, 5, 10, 25 and 50. The default is 25.

F5 Grade as go



ALT F5 GRADE AS GO – If GRADE AS GO is "on", a grading screen will appear as soon as the SAVE button (or F9 on keyboard) is pressed. Select desired grade using the arrow keys (remote or keyboard) then press ENTER (remote or keyboard). Press F3 to enter a custom grade. To turn off GRADE AS GO, press ALT+F5 again.

F12 Configure **ALT+F12 CONFIGURE –** Allows you to fully configure the current test.

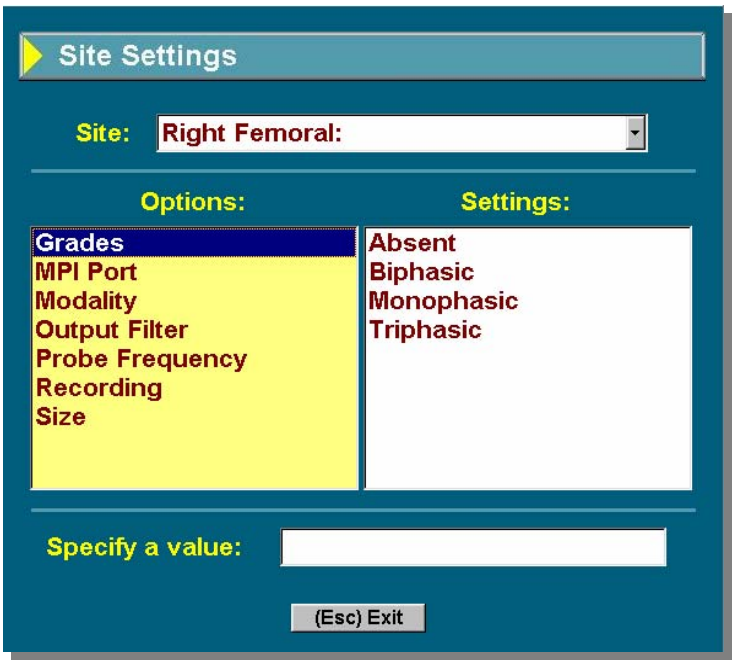


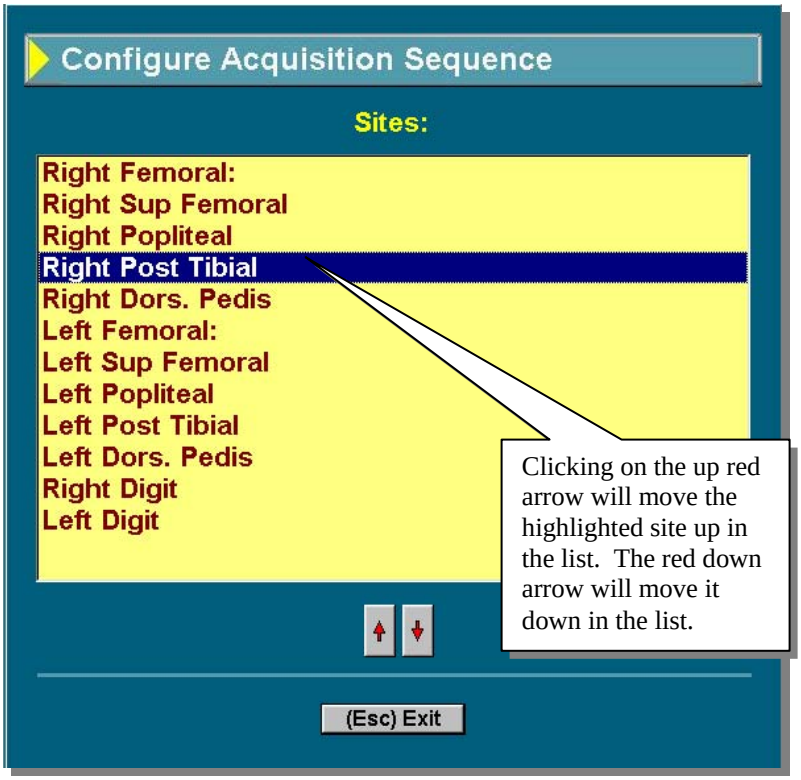
CONFIGURE SITE LABEL AND SETTINGS screen to change a label: Highlight the site name that you wish to change by clicking on it. The name will appear in the LABEL input box. Type the new label and press enter.

To Delete a label: Highlight the site name that you wish to delete by clicking on it. The name will appear in the LABEL input box. Remove the label and press enter.

To Change Modality: Highlight the site name that you want to change. Click on the MODALITY drop down arrow and click on the modality that you want for that label (Doppler, VPR or PPG). This modality will activate as you perform your doppler test.

F2 OPTIONS – SITE SETTINGS screen:
Choose a site to configure from the SITE drop down box. Highlight what you want to change from the OPTIONS panel. Click on the setting you want from the list in the SETTINGS panel.





F3 SEQUENCE: CONFIGURE ACQUISITION SEQUENCE screen. The list is the order in which the test will be performed. To change the order, click on one of the sites in the list to highlight it. Use the red up and down arrows to move it wherever you want it in the list. Continue until the list is in the order you want.

F4 DEFAULTS – Resets all labels and settings to the factory defaults for your current location.

Notes

Notes